

**CITY OF SHOREVIEW  
AGENDA  
REGULAR CITY COUNCIL MEETING  
August 15, 2016  
7:00 P.M.**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**APPROVAL OF AGENDA**

**PROCLAMATIONS AND RECOGNITIONS**

--Recognition of Photo Contest Winners

**CITIZENS COMMENTS** - *Individuals may address the City Council about any item not included on the regular agenda. Specific procedures that are used for Citizens Comments are available on notecards located in the rack near the entrance to the Council Chambers. Speakers are requested to come to the podium, state their name and address for the clerk's record, and limit their remarks to three minutes. Generally, the City Council will not take official action on items discussed at this time, but may typically refer the matter to staff for a future report or direct that the matter be scheduled on an upcoming agenda.*

**COUNCIL COMMENTS**

**CONSENT AGENDA** - *These items are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Councilmember or citizen so requests, in which event the item will be removed from the Consent Agenda and placed elsewhere on the agenda.*

1. August 1, 2016 City Council Meeting Minutes
2. Receipt of Committee/Commission Minutes—
  - Parks & Recreation, May 26, 2016
  - Parks & Recreation, June 23, 2016
3. Monthly Reports
  - Administration/Community Development
  - Finance
  - Public Works
  - Park and Recreation
4. Verified Claims

5. Purchases
6. Developer Escrow Reduction
7. Receive Assessment Roll and Order Public Hearing – Turtle Lane/Schifsky Reconstruction, City Project 15-01
8. Approve Change Order #1, Project 16-01
9. Approve Final Payment, Project 15-01 & 15-03
10. Approve Plans and Specifications and Order Taking of Bids – Sanitary Sewer Improvements – Bucher Lift Station, City Project 15-13
11. Approve Extension of Conditional Use Permit – 3680 Kent Street, Boryczka
12. Approve Extension/Amendment to Development Agreement – 1080 County Road E, Laliberte
13. Declaration of Intent to Bond

#### **PUBLIC HEARING**

#### **GENERAL BUSINESS**

14. Minor Subdivision – 600 North Owasso Boulevard, Hinz/Summit Design Build
15. Approval of Website Redesign Contract
16. Approve Contractor Bids for New Shoreview Commons Entry Monuments Signs

#### **STAFF AND CONSULTANT REPORTS AND RECOMMENDATIONS**

#### **SPECIAL ORDER OF BUSINESS**

#### **ADJOURNMENT**

**\* Denotes items that require four votes of the City Council.**

**CITY OF SHOREVIEW  
MINUTES  
REGULAR CITY COUNCIL MEETING  
August 1, 2016**

**CALL TO ORDER**

Mayor Martin called the regular meeting of the Shoreview City Council to order at 7:00 p.m. on August 1, 2016.

**PLEDGE OF ALLEGIANCE**

The meeting opened with the Pledge of Allegiance.

**ROLL CALL**

The following members were present: Mayor Martin; Councilmembers Quigley, Johnson and Wickstrom

Councilmember Springhorn was absent.

**APPROVAL OF AGENDA**

MOTION: by Councilmember Quigley, seconded by Councilmember Wickstrom to approve the August 1, 2016 agenda as submitted.

VOTE: Ayes - 4 Nays - 0

**PROCLAMATIONS AND RECOGNITIONS**

There were none.

**CITIZEN COMMENTS**

**Mrs. Kimberly Warren**, 434 County Road J, expressed her concern about the speed of vehicles well above 50 mph. in the area around Bucher Park where there are children and pedestrians. The Ramsey County Sheriff has responded and does monitor traffic. Her request is for a 35 mph digital speed sign by Bucher Park.

City Manager Schwerm responded that the issue for the City is that County Road J is under jurisdiction of both Ramsey and Anoka County. A digital speed sign costs upward of \$10,000 that is not budgeted this year. Contacting the Sheriff's Department is the right thing to do. Staff will look at the situation and may be able to put out a speed trailer.

Mayor Martin suggested the City could recommend the Sheriff's Department issue additional tickets in the area. Mr. Schwerm agreed that the City can also contact the Sheriff's Department and request additional monitoring.

**Mr. Todd Kruse**, President of Twin Cities North Chamber of Commerce, stated that he came to let the Council know his door, phone and email are always open and can be contacted at [twincitiesnorth.org](http://twincitiesnorth.org). If there is any way to collaborate with the City, he would like to know.

Mayor Martin thanked Mr. Kruse for his presence and willingness to work with the City. She noted that the Fast Pitch Softball League hosted 56 teams in Shoreview recently. Mr. Kruse responded that the Chamber can always be a contact for such an event.

Councilmember Quigley noted receipt of an email from the Chamber and asked if it is being reorganized. **Mr. Kruse** explained that there used to be local Chamber Councils among the eight cities being served. That has been changed to the North Metro Council. He invited Councilmembers and staff to a meeting that will be held at the Mermaid Center, September 14, 2016, 7:30 to 9:00 a.m. on the TCAAP property.

### **COUNCIL COMMENTS**

#### **Councilmember Johnson:**

Thank you to all the volunteers who made the *Slice of Shoreview* an amazing event.

Tuesday, August 2, 2016 is *Night to Unite*. There are 80 registered events taking place throughout the City. In light of all the violent events nationally, it is her hope that neighbors will come out to unite together.

Councilmember Quigley asked how neighbors could be informed if there is an event in their area. Mr. Schwerm stated that the neighborhoods organize the events. Anyone seeking information should contact their neighbors. They are not posted publicly. Councilmember Johnson added that signage has been posted in many neighborhoods.

#### **Councilmember Wickstrom:**

The Farmers' Market will take place Tuesday, August 2, 2016, from 3:00 to 7:00 p.m.

The Concert in the Commons will feature Mick Sterling on Wednesday, August 3, 2016, at 7:00 p.m., at the pavilion.

Before the Concert in the Commons on Wednesday, August 10, 2016, there will be *A Hotdog with a Deputy*, from 5:00 to 7:00 p.m.

Friday, August 12, 2016 will be Friday Night Flix at the pavilion behind the Community Center, featuring *The Good Dinosaur*, a fun family movie.



The primary election is Tuesday, August 9, 2016. In this district there are candidates for a judgeship and the seat for District 4 that will be decided in the primary. All are encouraged to vote. City Manager Schwerm noted changes that have been made to local precincts. Precinct 1N will be part of Precinct 2 and will vote at Shepherd of the Hills Church. Precinct 6 polling place will be at Fire Station No. 3, not Turtle Lake School.

Mayor Martin noted that the postcard about the change in polling locations that was sent out by the County is small and easy to miss. She suggested signs be posted at the old polling locations directing people to the new location. Mr. Schwerm agreed and added that individual letters will also be sent out from the City prior to the general election.

Councilmember Wickstrom announced that after serving on the City Council for 20 years, she plans to retire and will not be filing for re-election.

Mayor Martin expressed her appreciation for all the work Councilmember Wickstrom has done, which will be further expounded upon in the future. She also expressed her appreciation that Councilmember Wickstrom informed residents in time for anyone to file to run for the Council. Anyone interested in running for the City Council can file over a two-week period, beginning August 2, 2016. The fee is \$5.00.

### **CONSENT AGENDA**

MOTION: by Councilmember Johnson, seconded by Councilmember Wickstrom to adopt the Consent Agenda for August 1, 2016, and all relevant resolutions for item Nos. 1 through 9:

1. July 11, 2016 City Council Workshop Minutes
2. July 18, 2016 City Council Meeting Minutes
3. Receipt of Committee/Commission Minutes—
  - Bikeways & Trailways Minutes, July 7, 2016
  - Environmental Quality Minutes, July 25, 2016
  - Human Rights Commission, June 22, 2016
  - Economic Development Authority, June 8, 2016
  - Economic Development Authority, July 5, 2016
  - Economic Development Commission, June 21, 2016
  - Planning Commission, June 28, 2016
4. Verified Claims in the Amount of \$1,261,059.19.
5. Purchases
6. Declare Costs and Order Preparation of Assessments – Turtle Ln/Schifsky Rd, Project 15-01
7. Approve Tree Trimmer License

8. Approval of Application for Special Event Liquor License – Church of St. Odilia

9. Award of Quote – Fitness Equipment Replacement

VOTE:                      Ayes - 4                      Nays - 0

## **PUBLIC HEARING**

### **APPROVAL OF OFF-SALE LIQUOR LICENSE - TARGET, 3800 LEXINGTON AVENUE NORTH**

#### **Presentation by City Manager Terry Schwerm**

Target's current remodeling project includes a separate entry liquor store where Customer Service is currently located. All appropriate applications and insurance documents have been submitted. Background checks have been completed on the store manager and owners that show no issues. Target has held an off-sale license for 3.2 malt liquor for many years. Target will be the fourth off-sale license of five allowed in the City. Target has been subject to the City's compliance checks. Target uses a point of sale system and has never had an issue with sales of liquor to minors. Store management has again been informed of the City's ordinance and compliance check programs. Public hearing notices have been sent; no responses were received.

City Attorney Kevin Beck stated that the public hearing notices are in order for the hearing.

Mayor Martin opened the public hearing. There were no comments or questions.

Councilmember Johnson stated that as an employee of Target Corporation, she will recuse herself from voting. She echoed the success of the point of sale system used to prevent sale of liquor to minors and would support the motion if she could vote.

MOTION:     by Councilmember Wickstrom, seconded by Councilmember Quigley to close the public hearing at 7:25 p.m.

VOTE:                      Ayes - 3                      Nays - 0

**Mr. Jonathan Redford**, Senior Analyst at Target, stated that remodeling is scheduled to begin in August and expected to be completed in November. The liquor store will be less than 2500 square feet.

Councilmember Wickstrom asked where Customer Service will be located. **Mr. Redford** stated that the cafe will close and Customer Service will move to that location.

MOTION:     by Councilmember Quigley, seconded by Councilmember Wickstrom to approve the application for an off-sale intoxicating liquor license for Target Corporation,

for the Target store located at 3800 Lexington Avenue North, Shoreview, Minnesota.

ROLL CALL:	Ayes:	Quigley, Wickstrom, Martin
	Abstain:	Johnson
	Nays:	None

## **GENERAL BUSINESS**

### **TEXT AMENDMENT, TEMPORARY HEALTH CARE DWELLINGS**

#### **Presentation by City Planner Kathleen Castle**

In May 2016, the legislature adopted a law that provides for local governments to allow permits for certain recreational vehicles and other structures to serve as temporary family dwellings. The intent is to provide transitional housing for seniors. The law becomes effective September 1, 2016, unless a City chooses to adopt its own ordinance or an ordinance to opt out of the legislation.

The law allows anyone to be eligible for this temporary housing with two or more “instrumental activities of daily life” for mental or physical reasons. Applicants are exempt from zoning authority. There are also exceptions to building, zoning and fire regulations. Cities are required to approve a permit within 15 days.

Staff has identified a number of concerns with the new law:

- A detached accessory dwelling unit would be allowed on a single family parcel;
- Location of a temporary unit would not be verified because a survey is not required as with other permits;
- There is no process to allow or reject a Conditional Use Permit;
- The permit circumvents the public process with the shortened 15-day review period;
- A permit is automatically extended without any provisions for denial;
- The law makes no reference to compliance with shoreland, flood plain or wetland requirements.

Staff believes there are other opportunities in the community to assist with a variety of senior needs. The League of Minnesota Cities has drafted an opt-out ordinance for cities to adopt if they prefer. The City could also draft an ordinance regulating temporary dwelling units that addresses community needs and standards.

The Planning Commission held a public hearing on this matter at the Planning Commission meeting of July 26, 2016. No public comments were received. The Commission recommended that the council adopt an opt-out ordinance and encouraged the City to consider drafting an ordinance to address this issue in the future.

The Economic Development Authority (EDA) at their July 5, 2016 meeting also made a recommendation to adopt the opt-out ordinance. Staff is recommending adoption of the proposed opt-out ordinance.

Councilmember Wickstrom stated she would support considering an ordinance in the future that addresses the issues identified. Her concern with the new state law is that a person may be placed in a temporary facility who does not have the capability to live on their own. She would only consider an ordinance only if there is a medical opinion that the person is capable of living independently.

Councilmember Johnson, President of the EDA, stated that the EDA also is in favor of an opt-out ordinance. The new law would be a step back in the City's efforts to maintain housing quality standards.

MOTION: by Councilmember Johnson, seconded by Councilmember Wickstrom to adopt Ordinance No. 945, revising Chapter 200 of the Municipal Code adding Section 205.015 opting out of the temporary family healthcare dwelling legislation.

The approval is based on the following finding of fact:

1. The ordinance opting out cites concerns related to the health, safety and general welfare of the resident(s) and public safety staff.

Discussion:

Mayor Martin noted that many cities of similar size to Shoreview are choosing to opt out.

ROLL CALL: Ayes: Quigley, Wickstrom, Johnson, Martin  
Nays: None

## **ADJOURNMENT**

MOTION: by Councilmember Johnson, seconded by Councilmember Wickstrom to adjourn the meeting at 7:37 p.m.

**VOTE: Ayes - 4 Nays - 0**

Mayor Martin declared the meeting adjourned.

THESE MINUTES APPROVED BY COUNCIL ON THE \_\_\_\_ DAY OF \_\_\_\_\_ 2016.

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Terry Schwerm  
City Manager

**PARKS AND RECREATION COMMISSION  
MINUTES  
MAY 26, 2016  
COUNCIL CHAMBERS – CITY HALL**

**CALL TO ORDER**

Park and Recreation Commission Chair Tom Lemke called the May 26, 2016 meeting of the Park and Recreation Commission to order at 7:03 PM.

**ROLL CALL**

Commission members present: Athrea Hedrick, Linda Larson, Craig John, Carol Jauch, Tom Lemke, Matt Cisneros, Charlie Oltman and Jean Kiehnbaum.

Members absent: Cathy Jo Healy.

Others Present: Terry Schwerm, City Manager

**APPROVAL OF MINUTES**

Carol Jauch moved and Linda Larson seconded the approval of the minutes from the April 28, 2016 meeting. Motion was unanimously adopted.

**REVIEW OF PLAYGROUND PROPOSALS FOR WILSON PARK**

City Manager Schwerm discussed the 2016 Capital Improvement Program (CIP) which includes the replacement or rehabilitation of the playground equipment at Wilson Park as well as the addition of a park shelter. The playground replacement was originally scheduled in 2012 but was delayed because of higher funding priorities in the CIP. At its last meeting, the Commission had reviewed two alternate park improvement plans for potential location of the playground within the park. Based on these two alternate locations, the City had requested playground proposals from three qualified playground manufacturers for each of the proposed playground locations.

Each of the three manufacturers (Miracle, Flagship Recreation, and St. Croix Recreation) submitted playground proposals for both of the proposed playground locations. Miracle submitted two alternatives for each of the proposed locations. The Commission was then asked to review the proposals and provide feedback on the proposed playground designs. After reviewing the proposals the Commission generally preferred the plans submitted by St. Croix Recreation and Miracle and felt that they were comprehensive plans that provided more play opportunities. Staff indicated that Option A, which moves the playground north of the tennis courts is probably about \$30,000-\$50,000 more expensive than Option B which maintains the playground close to its current location. This is due to the need to relocate skating rink lights and potentially do soil correction work since the area can be quite wet after heavy rains.

### **UPDATE ON COMMUNITY CENTER EXPANSION**

Schwerm reported that the City has now hired BWBR Architects to develop plans for the proposed Community Center Expansion. The expansion would be consistent with the expansion study that was completed in 2014, which showed a two story expansion off of the gym and Fireside Lounge area, expansion of the indoor playground, and the addition of family changing areas. The first part of the study will further examine the potential for an outdoor water play area. He anticipates that representatives from BWBR will meet with the Parks and Recreation Commission at an upcoming meeting to begin the process. He anticipates that BWBR will also meet with the Civic group consortium (Historical Society, Shoreview Northern Lights Variety Band, Gallery 96, Sister City Association, and the Community Foundation) to discuss their space needs as part of this process.

### **STAFF REPORT**

Schwerm reported that staff was preparing for the busy summer recreation program season and that several programs such as Summer Discovery, the Farmers' Market and Concert in the Commons summer music series are less than a month away. He also noted that the remodeling of the front counter space within the Park and Recreation Department was nearly complete and that the new space will be more accessible, but also much more functional for the staff.

### **COMMISSION REPORTS**

None

### **ADJOURNMENT**

Charlie Oltman moved and Athrea Hedrick seconded a motion to adjourn at 8:10 pm. Motion was unanimously adopted.

**PARKS AND RECREATION COMMISSION  
MINUTES  
JUNE 23, 2016  
PARK SHELTER – WILSON PARK**

**CALL TO ORDER**

Park and Recreation Commission Chair Tom Lemke called the May 26, 2016 meeting of the Park and Recreation Commission to order at 7:05 PM. The meeting was at the Wilson Park Playground Shelter.

**ROLL CALL**

Commission members present: Craig John, Carol Jauch, Tom Lemke, Matt Cisneros, and Jean Kiehnbaum.

Members absent: Athrea Hedrick, Cathy Jo Healy, Linda Larson, Charlie Oltman.

Others Present: Terry Schwerm, City Manager, Gary Chapman, Buildings and Grounds Superintendent

**APPROVAL OF MINUTES**

Carol Jauch moved and Jean Kiehnbaum seconded the approval of the minutes from the May 26, 2016 meeting. Motion was unanimously adopted.

**REVIEW OF PLAYGROUND PROPOSALS FOR WILSON PARK**

City Manager Schwerm discussed the 2016 Capital Improvement Program (CIP) which includes the replacement or rehabilitation of the playground equipment at Wilson Park. At its last meeting, the Commission had reviewed playground proposals that had been received for two different locations within the park. Based on these two alternate locations, the City received proposals from three qualified playground manufacturers for each of the proposed locations.

Each of the three manufacturers (Miracle Recreation, Flagship Recreation, and St. Croix Recreation) submitted playground proposals for both of the proposed playground locations. Miracle Recreation submitted two alternatives for each of the proposed locations. The Commission and several residents who attended the meeting were asked to review the proposals and provide feedback on the proposed playground designs. Staff indicated that the proposals for Option A, which moves the playground north of the tennis courts, is probably about \$30,000-\$50,000 more expensive than Option B which maintains the playground close to its current location. This is due to the need to relocate skating rink lights and potentially do soil correction work since the area can be quite wet after heavy rains. It was also noted that Option A would probably result in the elimination of the hockey rink at Wilson Park. He noted that based on attendance figures from night and weekend use of the skating facilities, Wilson Park

ice rinks are some of the lesser used rinks in the City. However, Parks maintenance staff report that the hockey rink is used extensively during the daytime hours by area businesses for pick up hockey.

After reviewing the proposals the Commission and residents generally preferred the playground proposals submitted by St. Croix Recreation and Miracle Recreation and felt that they both submitted comprehensive plans that provided many play opportunities. Commission members and residents also expressed support for maintaining the playground at its current location. They also recommended that the City not construct a picnic shelter adjacent to the playground as shown in the plan. The strong preference was to maintain some existing trees in the area where a picnic shelter was shown in the plans.

### **STAFF REPORT**

Schwerm reported that summer programs have all started and are now in full swing. The Summer Discovery Program has about 220 school age children at the Community Center on a daily basis. The Farmers' Market began on June 14<sup>th</sup> and the opening concert on June 15<sup>th</sup> attracted about 500 people. He also noted that the indoor track at the Community Center had been refurbished and that the front office renovation was now complete and the staff had moved back to the new front desk area.

### **COMMISSION REPORTS**

None

### **ADJOURNMENT**

Jean Kiehnbaum moved and Matt Cisneros seconded a motion to adjourn at 8:15 pm. Motion was unanimously adopted.



# Memorandum

**To:** Mayor and City Council Members  
City Manager

**From:** Tom Simonson  
Assistant City Manager and Community Development Director

**Date:** August 11, 2016

**Re:** Monthly Report  
- Administration Department  
- Community Development Department

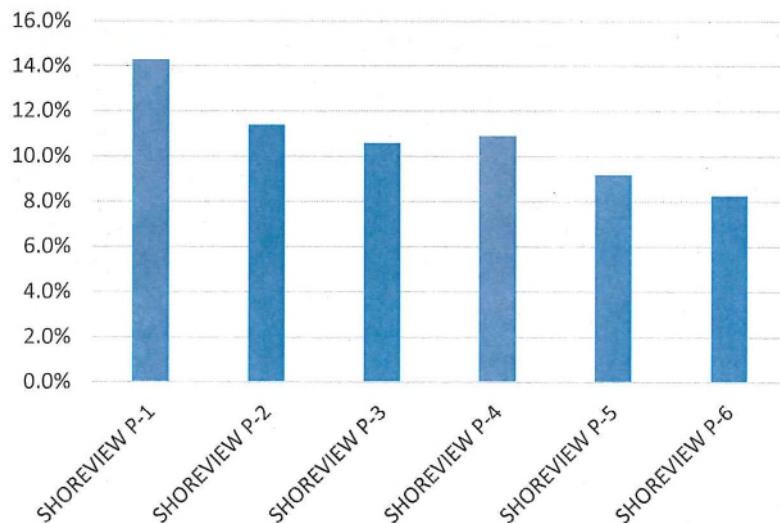
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## ADMINISTRATION DEPARTMENT

### Elections

The State Primary was held on Tuesday, August 9<sup>th</sup>. There were no local offices on the ballot. Overall, the primary election went well with no major issues. This was the first election with new voting equipment and two new precinct locations. In addition, this was the first election cycle at Shoreview for Amy Truhlar, the current Deputy Clerk, since the retirement of long-time Deputy Clerk, Terri Hoffard. Ramsey County was estimating a fairly low county-wide voter turnout (5%) for the primary election. As has been the case in previous elections, Shoreview's voter turnout was slightly higher than anticipated. Several precincts were above a 10% turnout rate and overall the city saw roughly a 10.4% voter turnout. Staff will now begin preparing for the November 8<sup>th</sup> General Election which is pointing toward a relatively high turnout similar to 2008.

Estimated Primary Voter Turnout



## **Communications**

### **PHOTO CONTEST**

The 2016 Summer Photo Contest has ended and winners have been chosen. This edition of the Photo Contest featured only one category, which invited residents to answer the question: "What is your family's favorite summertime, outdoor sport?" Residents were encouraged to submit photos capturing young people enjoying outdoor summer sports in Shoreview. Residents voted online for the People's Choice winner on the City's Facebook Page. The Grand prize and runners up winners were chosen by a panel of judges consisting of city staff and the Mayor.

**Grand Prize - "Concentration" by Bob Straka**



**People's Choice - "Team Effort" by Bob Straka**



**Runner Up - "Navigating Lake Owasso on Paddleboards" by Mike and Jessica Heinze**

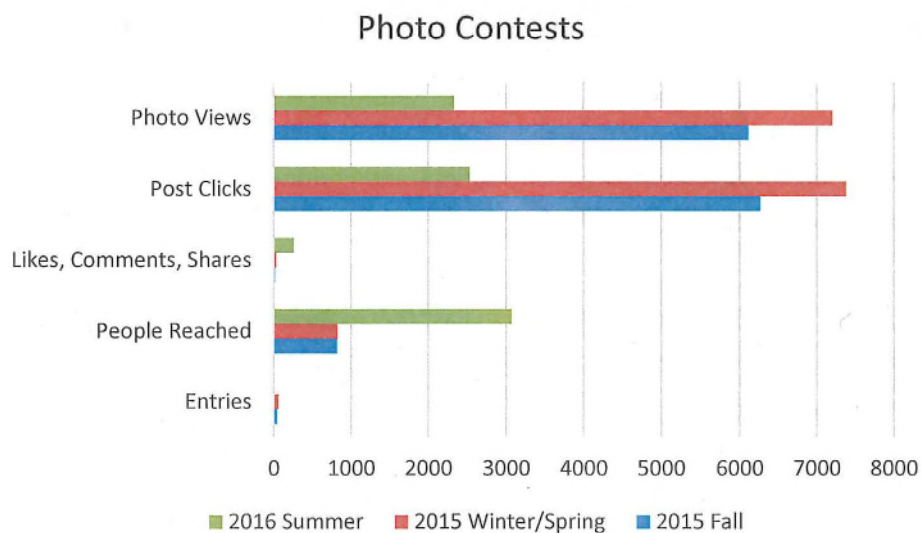


**Runner Up - "Open Net" by Jeffrey Finc**



The City has now held 3 editions of the Photo Contest. The goal of hosting a photo contest was to attract defining images of the City of Shoreview and the quality of life that it offers its residents. These photos would complement the database of photos the city has acquired by utilizing residents throughout the community. The photos to be used for future publications and a variety of other communications and marketing efforts. The secondary goal of the contest was to create interest and engage residents through a new communication tool of social media. For the most recent contest, we received a total of 12 entries, which was lower than the two previous contests. Although this current contest “reached” significantly more people, fewer people engaged or participated in the contest either through submitting entries or online voting.

At this time, staff will be postponing another photo contest to allow time to evaluate other options to achieve the goals of the photo contest in a more effective manner.



Contest	Subject	Entries	People Reached	Likes, Comments, Shares	Post Clicks	Photo Views
2015 Fall	Multiple categories	44	819	17	6271	6114
2015 Winter/Spring	Multiple categories	61	825	35	7381	7203
2016 Summer	Outdoor/Youth Sports	12	3070	257*	2536	2334

\*(includes reactions such as 'love' which were not available in earlier Facebook posts)



## **COMMUNITY DEVELOPMENT DEPARTMENT**

### **Economic Development Authority**

At their August meeting, the Economic Development Authority (EDA) adopted new criteria for considering tax increment financing for commercial/industrial projects and how fiscal disparities contributions will be determined. Cities can elect to take fiscal disparities from within or outside a tax increment district when supporting economic development.

The EDA also was updated on several potential economic development projects including an effort to attract a business prospect to the Children's Hospital property in the Rice Creek Corporate Park, the potential relocation and building project for Shoreview-based Schwab-Vollhaber-Lubratt (SVL) on the Shoreview Business Campus site, and major renovation plans for the 1005 Gramsie building in the Shoreview Corporate Center. All projects could involve requests for City financial assistance.

### **Economic Development Commission**

The Economic Development Commission continues to focus on the Business Retention & Expansion (BRE) Program including developing a database for tracking communications with our businesses, a goal of conducting business visits, developing a resources packet for business retention and attraction, and continuing and broadening our business outreach. City staff is currently reaching out to the businesses identified to schedule visits in the next few months.

With the support of the EDC, the City continues to co-sponsor the North East Metro Business Series along with area cities and Chambers of Commerce. Shoreview will likely be the host of the next seminar to be held in September. The staff work team is currently discussing possible topics important to businesses for the next event.

With the support of the EDC and EDA, staff is exploring the City joining the "Open to Business" program. The Open to Business program is run by the Metropolitan Consortium of Community Developers (MCCD) with partnerships with Hennepin County, Carver County, Dakota County, Scott County, Anoka County, the City of North St. Paul, and the City of New Brighton. Ramsey County has not yet joined but has discussed participating if or when they establish a County EDA. The program provides a team of advisors offering business advice and counseling to clients, helping them achieve their entrepreneurial goals. The program is free to clients (City would contract for services) and targets small business, start-ups, and minority-owned companies.

The City is also promoting to the local business community the next round of Economic Gardening sessions sponsored by Ramsey County. Seven Shoreview companies have participated in this program that provides free counseling and education from business experts, with the feedback being very positive.

The next issue of Business Matters, the City's newsletter to the business community, will be distributed in September in advance of the next Business Exchange networking event to be held in October.

### **Planning Commission**

The Planning Commission will be holding two meetings this month due to the number of applications received. The regular meeting is scheduled for August 23<sup>rd</sup> and a second special meeting is scheduled for August 30<sup>th</sup>.

- Items for the August 23<sup>rd</sup> meeting include:

- Residential design reviews and variances for single-family residential projects.
- Two Planned Unit Developments – Concept Stage applications for the development of vacant land at the Shoreview Business Campus.
  - The first concept is for a corporate lodging facility called WaterWalk. This proposed facility consists of two four-story buildings that will provide 150+ rooms for short or long term stays.
  - The second concept is for Schwab Vollhaber Lubratt (SVL). SVL is proposing to develop the rear portion of the business campus with a two-story, 32,000 square foot office/warehouse building.
- Items for the August 30<sup>th</sup> meeting include:
  - A single-family subdivision, Gramsie Woods, dividing property owned by the George Reiling Estate into seven residential lots and an outlot for future development on the north portion of Island Lake. This property is located west of Victoria Street, on the south side of Gramsie Road and has frontage on Island Lake.
  - An amendment to the approved PUD for Elevage Development to add the property at 3527 Rice Street to the PUD. With the addition of this parcel to the development, additional surface parking can be provided for the development. The inclusion of this property also requires a comprehensive plan amendment, rezoning and preliminary plat.
  - Comprehensive Sign Plan for Gramsie Square retail center.
  - A Site and Building Plan review for a small bathroom addition at River of Life Church.

Information can be found on the City's website at

<http://www.shoreviewmn.gov/departments/community-development/planning-and-zoning/current-development-projects>

### **Planning Activities**

The Planning Staff attended the third and final training session facilitated by the Family Housing Fund and the Urban Land Institute of the Minnesota/Regional Council of Mayors (ULI MN/RCM) on mixed income housing. This session focused on a mixed income housing software program that was developed to assist Cities with the analyzing the financial costs associated with redevelopment and housing subsidies. The program will be available to the City in the near future. Additional training sessions may be offered for staff and appointed/elected officials.

The City's technical assistance grant requesting assistance in developing housing policies that encourage mixed income housing was also selected. The City of Shoreview, in addition to the City of Minneapolis, St. Paul and Golden Valley will be receiving assistance through Grounded Solutions Network on developing a city wide policy that addresses mixed income housing. The technical assistance team will be preparing options related to inclusionary housing policies and developer incentives for future review by the EDA.

### **Housing and Code Enforcement**

- The City staff was notified that the Hoarding Project's Minnesota Office has closed. Support groups are no longer being held at City Hall. Staff will be reaching out to former staff members of the Hoarding Project to identify available resources, including therapists that may be able to provide assistance to residents and staff regarding hoarding behavior and housing conditions.

## Rental Licensing

- The following table compares the number of Issued General Dwelling Unit (GDU) licenses

Rental Licenses (GDUs)			
Year	2014	2015	2016 (to date)
Issued	554	606	582

- Inspections for the GDU units started on February 23rd and are geographically scheduled by neighborhood throughout the City. Three-hundred twelve (312) GDU units are scheduled for inspection in 2016. One hundred and eighty two properties have been inspected out of the 312 properties required to be inspected this year.
- Inspections for Zone 11 are scheduled the week of August 15<sup>th</sup>. Zone 11 is located directly south of Snail Lake and north of Hwy 694.

## Code Enforcement

- There have been 15 new Code Enforcement cases in the past month. The following table summarizes the Code Enforcement activity:

Code Enforcement Cases			
	Total No. of Cases	Open Citations	Hoarding Cases*
2016	92	1	3
2015	185	3	2

\*Ongoing Hoarding Cases – 6

- The City has executed Abatement, Assessment and Compliance Agreements with 6 property owners in the City to address hoarding conditions. These agreements permit the City and Fire Department to conduct follow-up inspections to insure the homes and property are being maintained in accordance with the code standards. These follow-up inspections are being scheduled and conducted by the Housing and Code Enforcement Officer and Fire Marshal. Inspections have been completed with two property owners and one home was found to be in compliance while the other home requires some minor corrections.
- In late May City Staff, Lake Johanna Fire Staff, Ramsey County Staff (Environmental & Housecalls), Ramsey County Sheriff Deputies and the Ramsey County Animal Control Officer conducted a "Stop & Knock" at a home on County Rd. E W. The City was provided with firsthand information and photos previously regarding severe (Level 4 out of 5) Hoarding Conditions within the home. The homeowner allowed access for the inspection and the Animal Control Officer removed 5 animals from the property that were taken to Hillcrest Animal Hospital for checkups and boarding. The home was placarded "Uninhabitable" at the time based on the City's Housing Code. The homeowner chose not to enter an Abatement, Assessment and Compliance Agreement with the City. Since the homeowner chose not participate in the City's program, staff will not have access to the home in the future. The homeowner was encouraged to seek therapy on their own for the hoarding behavior and City Staff has also been in contact with family members that will try to keep an eye on the homeowner in the future. City Staff and Lake Johanna Fire Staff conducted a final inspection there on August 2<sup>nd</sup> and found conditions to be satisfactory.

- **SHINE.** The City selected the neighborhoods on the north and east side of Lake Owasso for the Spring SHINE program. A total of 132 properties were inspected. City Staff continues to follow-up with homeowners that were found to be non-compliant during the initial inspections.

#### **Other News and Information**

- Attached are the monthly services reports from the Housing Resource Center
- Attached is the monthly building permit activity report from the Building Official. It has been a very strong year for new construction valuation as compared to last year at the same time.



# CITY OF SHOREVIEW

## BUILDING INSPECTOR MONTHLY REPORT

### COMPARISON OF YEAR 2016 WITH 2015

	JULY 2016		TO DATE		2016		JULY 2015		TO DATE		2015	
	PERMITS	VALUATION	PERMITS	VALUATION	PERMITS	VALUATION	PERMITS	VALUATION	PERMITS	VALUATION	PERMITS	VALUATION
DWELLINGS	1	\$700,000	5	\$1,912,000	4	\$1,103,000	10	\$3,076,000				
TOWNHOMES			0	\$0			0	\$0				
ADDITIONS	1	\$8,000	11	\$596,000		\$149,000	10	\$598,000				
GARAGES	2	\$29,000	9	\$368,000			5	\$97,000				
MISCELLANEOUS	114	\$585,184	645	\$4,019,489	132	\$895,869	639	\$4,350,458				
APARTMENTS			1	\$5,300,000			0	\$0				
OFFICES			0	\$0			0	\$0				
RETAIL	1	\$1,200,000	1	\$1,200,000			1	\$1,500,000				
INDUSTRIAL/WAREHOUSE			0	\$0			0	\$0				
PUBLIC BUILDINGS			1	\$10,300,000	1	\$532,000	1	\$532,000				
COMMERCIAL ADDITIONS			0	\$0			0	\$0				
COMMERCIAL ALTER	4	\$187,694	48	\$6,224,802	6	\$64,820	30	\$2,864,776				
<b>TOTAL</b>	<b>123</b>	<b>\$2,709,878</b>	<b>721</b>	<b>\$29,920,291</b>	<b>143</b>	<b>\$2,744,689</b>	<b>696</b>	<b>\$13,018,234</b>				

CC: CITY MANAGER  
 DIR. COMMUNITY DEV  
 MAYOR



# HousingResource Center - NorthMetro

## City of Shoreview Monthly Status Report

### July 1, 2001 - July 31, 2016

	Jan-01	Dec-01	Jan-02	Dec-02	Jan-03	Dec-03	Jan-04	Dec-04	Jan-05	Dec-05	Jan-06	Feb-06	Mar-06	Apr-06	May-06	Jun-06	Jul-06	Aug-06	Sep-06	Oct-06	Nov-06	Dec-06	Yr-to-Date	TOTAL
Number of Calls	2507	152	181	166	4	13	21	9	9	17	12	0	0	0	0	0	0	0	0	0	0	0	85	3,091
<b>MHFA Fix Up Fund/Rehab</b>																								
Loan Applications Rec'd	45	2	3	2	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	53
Loans Closed	26	1	3	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	31
<b>Shoreview Home Improvement Loan</b>																								
Loan Applications Rec'd	13	8	1	4	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	27
Loans Closed	11	5	0	3	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	20
<b>Ramsey County Deferred Loan</b>																								
Loan Applications Rec'd	21	4	3	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	33
Loans Closed	14	3	2	3	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	2	24
<b>Construction Consultation Report</b>																								
Consultation Phone or Walk-in	770	117	114	67	5	10	11	12	7	12	11	0	0	0	0	0	0	0	0	0	0	0	58	1,136
Site Visits	547	91	80	67	4	4	13	5	5	8	7	0	0	0	0	0	0	0	0	0	0	0	46	831
Scopes & Inspections	113	4	0	1	0	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	3	121
<b>Total SERVICES Provided</b>	<b>4,067</b>	<b>387</b>	<b>387</b>	<b>319</b>	<b>13</b>	<b>28</b>	<b>48</b>	<b>27</b>	<b>22</b>	<b>38</b>	<b>31</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>207</b>	<b>5,367</b>

NOTE: These numbers reflect the number of CLIENTS serviced. In many instances a client will receive more than one service.

Shoreview Home Improvement Loan started 2010

# Shoreview Home Improvement Loan

Total Contract Amount	\$300,000.00
Total number of applications received:	26
Applications in process:	0
Number of loans closed to date:	20
Total dollar amount of projects:	\$329,347.13
Total dollar amount of funds used for loans closed:	\$294,542.06
Program Income through May 2016	\$131,378.47
Total dollar amount of funds remaining in pool:	\$136,834.39

Project Address	Loan Amount	GHHC Loan Fee	Total Funds Used	Project Description	Closing Date	Total Project Amount	Status
Ashbury St	\$ 11,179.00	\$ 1,117.90	\$ 12,296.90	Water heater, windows	9/14/10	\$ 11,179.00	Complete
Glen Paul Ct	\$ 14,381.06	\$ 1,438.11	\$ 15,819.17	Windows & doors	10/11/10	\$ 14,381.06	Complete
Villa Dr	\$ 7,550.00	\$ 755.00	\$ 8,305.00	Furnace, AC, water heater	10/15/10	\$ 7,550.00	Complete
Westview Dr	\$ 15,000.00	\$ 1,500.00	\$ 16,500.00	Windows	12/2/10	\$ 15,280.00	Complete
Chatsworth St	\$ 12,275.15	\$ 1,227.52	\$ 13,502.67	Windows, AC	12/14/10	\$ 12,275.15	Complete
Railroad Ln	\$ 20,000.00	\$ 2,000.00	\$ 22,000.00	Windows	6/12/11	\$ 25,545.00	Complete
Lakeview Dr	\$ 18,726.00	\$ 1,872.60	\$ 20,598.60	Windows	6/11/11	\$ 18,726.00	Complete
Viewcrest Rd	\$ 2,648.00	\$ 264.80	\$ 2,912.80	AC	6/23/11	\$ 2,648.00	Complete
Pinewood Dr	\$ 7,222.00	\$ 722.20	\$ 7,944.20	Windows, patio door	8/26/11	\$ 7,222.00	Complete
Kent Ct	\$ 2,632.58	\$ 263.26	\$ 2,895.84	Insulation	1/14/11	\$ 2,632.58	Complete
Groffo St	\$ 14,000.00	\$ 1,400.00	\$ 15,400.00	Windows & doors	4/9/12	\$ 14,630.00	Complete
Lion Ln	\$ 9,575.00	\$ 957.50	\$ 10,532.50	Furnace, AC	1/31/13	\$ 9,575.00	Complete
Shirley Ln S	\$ 15,167.00	\$ 1,516.70	\$ 16,683.70	Windows, insulation, A	2/13/13	\$ 16,167.00	Complete
Kent Dr	\$ 15,184.38	\$ 1,518.44	\$ 16,702.82	Tool, driveway, gutters	7/8/13	\$ 15,184.38	Complete
Ridge Creek	\$ 12,479.88	\$ 1,247.99	\$ 13,727.87	Windows	9/30/13	\$ 15,479.38	Complete
Hansen Road	\$ 20,000.00	\$ 2,000.00	\$ 22,000.00	Windows doors, siding	10/3/13	\$ 43,314.15	Complete
Churchill St	\$ 20,000.00	\$ 2,000.00	\$ 22,000.00	Siding	6/9/15	\$ 24,282.00	Complete
Rustic Pl	\$ 7,486.00	\$ 748.60	\$ 8,234.60	Windows	6/9/15	\$ 7,486.00	Complete
Lois Dr	\$ 20,000.00	\$ 2,000.00	\$ 22,000.00	Solar System	6/12/15	\$ 35,180.00	Complete
Poplar Dr	\$ 20,000.00	\$ 2,000.00	\$ 22,000.00	Siding, door	3/31/16	\$ 20,250.00	Complete
Total	\$ 276,503.66	\$ 27,650.37	\$ 304,154.03			\$ 329,347.13	

Project Address	Status	Project Description	App Date
Rustic Place	Denied - over income		9/15/10
Owasso St	Denied - over income		6/5/13
Westview Dr	Denied - over income		8/9/13
Suzanne Ave	Denied - over income		11/15/15
N Owasso Blvd	Denied - over income		11/10/14
Laurelton Ave	Denied debt to income		3/12/15

TO: Terry Schwerm, City Manager

FROM: Fred Espe, Finance Director

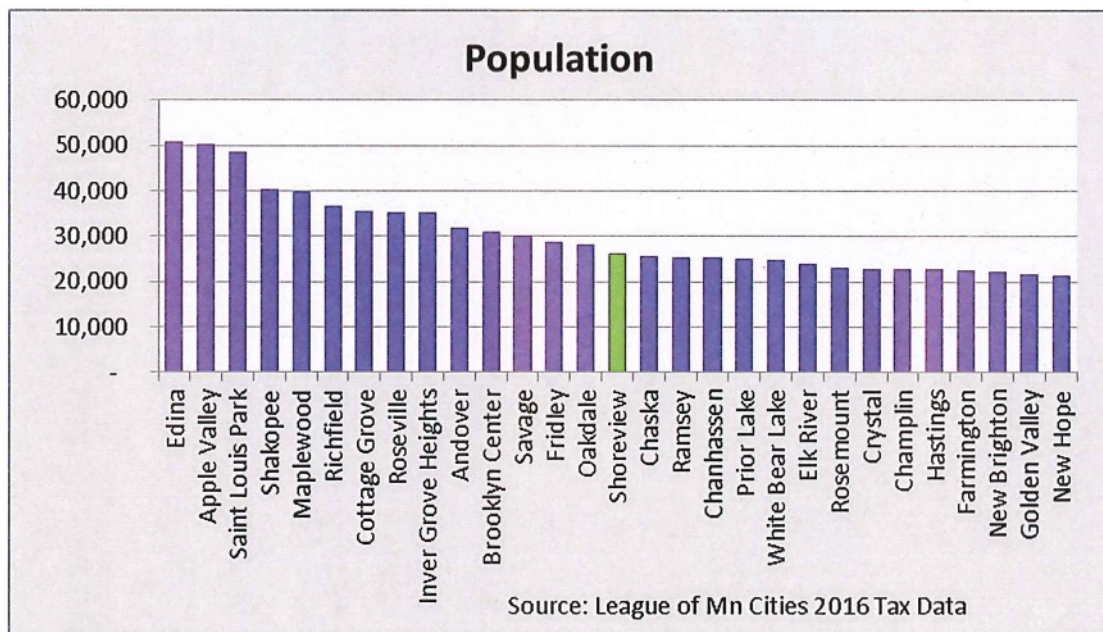
DATE: August 9, 2016

RE: Monthly Finance Report

## PROPERTY TAX STATISTICS

The League of Minnesota Cities released 2016 property tax statistics this week. The information, combined with the data published in the annual State Auditor's report (covering 2014 local government revenue, spending, debt levels and fund balances), will be used to prepare illustrations used during this year's budget process. The June monthly finance report provided comparisons for revenue, expense, and debt levels. This report will focus on property taxes and value.

**Population** – Comparison cities include those in the metro area that are closest to Shoreview in population, selecting 14 larger and 14 smaller. Shoreview's population is 13.6% below the average of the cities in this group.





**City Property Taxes** – The City portion of property taxes on a median home (\$265,050 value in 2006 and \$253,800 value in 2016) has increased one rank position as compared to the year 2006.

- Shoreview ranks 5<sup>th</sup> lowest in 2016 (20.8% below the average in 2016)
- Shoreview's ranking in 2016 is the same as its 2015 ranking
- The highest City tax occurs in Brooklyn Center in both years
- White Bear Lake ranks the lowest in both years

City Tax on Median Home					
Rank	2006		2016		
1	Brooklyn Center	\$ 1,347	Brooklyn Center	\$ 1,718	
2	Hastings	1,326	Hastings	1,522	
3	Savage	1,281	Richfield	1,460	
4	Elk River	1,165	Farmington	1,418	
5	Golden Valley	1,148	New Hope	1,357	
6	New Hope	1,122	Golden Valley	1,304	
7	Ramsey	1,050	Crystal	1,277	
8	Richfield	1,040	Savage	1,231	
9	Crystal	1,009	Maplewood	1,184	
10	Cottage Grove	1,003	Inver Grove Heights	1,184	
11	Apple Valley	994	Apple Valley	1,121	
12	St Louis Park	963	Fridley	1,117	
13	Inver Grove Heights	960	Saint Louis Park	1,106	
14	South St Paul	928	Elk River	1,105	
15	Prior Lake	923	Ramsey	1,037	
16	New Brighton	906	Rosemount	1,033	
17	Maplewood	905	Cottage Grove	1,028	
18	Fridley	880	Champlin	1,023	
19	Champlin	865	Roseville	989	
20	Oakdale	849	Oakdale	945	
21	Shakopee	844	Andover	938	
22	Andover	840	Shakopee	923	
23	Chanhassen	813	New Brighton	867	
24	Minnetonka	759	Prior Lake	860	
25	Roseville	675	Shoreview	846	
26	Shoreview	635	Edina	664	
27	Edina	618	Chaska	622	
28	Chaska	521	Chanhassen	610	
29	White Bear Lake	493	White Bear Lake	471	
	Average	\$ 926	Average	\$ 1,068	
	Median	\$ 923	Median	\$ 1,037	
	Shoreview to Avg	-31.4%	Shoreview to Avg	-20.8%	

**Total Property Taxes** –Total property taxes on a median value home have increased 7 rank positions as compared to one rank position for the City portion of the tax bill.

- Shoreview ranks in the lower half for 2006 (4.9% below the average total tax for all jurisdictions)
- Shoreview ranks 12<sup>th</sup> highest in 2016 (2.6% above the average total tax for all jurisdictions)
- Shoreview has improved one ranking in 2016 in comparison to its 2015 ranking
- The highest total tax occurs in Brooklyn Center in both years
- The lowest total tax occurs in Oakdale and Andover

Total Tax on Median Home				
Rank	2006		2016	
1	Brooklyn Center	\$ 3,641	Brooklyn Center	\$ 4,541
2	Elk River	3,604	New Hope	4,226
3	New Hope	3,454	Crystal	4,162
4	Golden Valley	3,386	Farmington	4,055
5	Crystal	3,371	Maplewood	4,038
6	Savage	3,330	Golden Valley	3,970
7	Prior Lake	3,197	Richfield	3,911
8	Hastings	3,187	Elk River	3,862
9	New Brighton	3,173	Fridley	3,729
10	St Louis Park	3,159	New Brighton	3,709
11	Maplewood	3,141	Roseville	3,690
12	Chanhassen	3,106	Shoreview	3,674
13	Richfield	3,095	Cottage Grove	3,632
14	Apple Valley	3,031	Saint Louis Park	3,606
15	Cottage Grove	2,964	Savage	3,578
16	Champlin	2,957	Shakopee	3,498
17	Ramsey	2,908	Hastings	3,495
18	Chaska	2,879	Champlin	3,436
19	Shoreview	2,865	Chaska	3,314
20	Roseville	2,831	Edina	3,314
21	Fridley	2,825	White Bear Lake	3,308
22	Shakopee	2,767	Ramsey	3,209
23	South St Paul	2,754	Chanhassen	3,194
24	Edina	2,706	Apple Valley	3,193
25	Minnetonka	2,681	Prior Lake	3,176
26	Inver Grove Heights	2,623	Rosemount	3,097
27	White Bear Lake	2,604	Inver Grove Heights	3,094
28	Andover	2,565	Oakdale	3,062
29	Oakdale	2,526	Andover	3,025
	Average	\$ 3,011	Average	\$ 3,579
	Median	\$ 2,964	Median	\$ 3,578
	Shoreview to Avg	-4.9%	Shoreview to Avg	2.6%

**City Levy** – A comparison of the gross tax levy for each City shows that Shoreview has increased 3 rank positions since 2006.

- Shoreview ranked 21 in 2006 and ranks 18 in 2016
- Shoreview's ranking remains unchanged from 2015
- Minnetonka and Edina rank the highest two cities in both years
- Chaska and White Bear Lake rank the lowest two cities in both years

Tax Levy Ranking				
Rank	2006		2016	
1	Minnetonka	\$ 22,879,357	Edina	\$ 31,228,163
2	Edina	20,222,564	Saint Louis Park	28,605,031
3	St Louis Park	18,515,924	Apple Valley	23,122,289
4	Apple Valley	18,187,190	Golden Valley	19,813,489
5	Maplewood	13,405,260	Maplewood	19,435,208
6	Golden Valley	13,268,331	Richfield	18,820,830
7	Inver Grove Heights	12,427,714	Roseville	18,067,560
8	Richfield	11,935,732	Inver Grove Heights	18,022,415
9	Savage	11,605,262	Shakopee	17,372,168
10	Cottage Grove	11,149,871	Savage	16,209,474
11	Shakopee	10,680,941	Brooklyn Center	15,368,377
12	Brooklyn Center	10,613,108	Cottage Grove	14,070,802
13	Roseville	10,295,178	Hastings	12,510,918
14	Hastings	9,673,052	Fridley	11,850,477
15	Elk River	8,823,484	Farmington	11,718,024
16	Andover	8,551,080	Andover	11,407,812
17	Fridley	8,474,906	Rosemount	11,039,335
18	Oakdale	8,264,922	Shoreview	10,667,859
19	Chanhassen	8,232,467	New Hope	10,663,079
20	New Hope	8,030,505	Oakdale	10,514,147
21	Shoreview	7,339,295	Chanhassen	10,176,834
22	Prior Lake	7,334,961	Elk River	10,171,831
23	Ramsey	7,145,691	Prior Lake	9,993,642
24	Crystal	7,072,537	Ramsey	9,971,354
25	New Brighton	6,715,765	Crystal	9,135,123
26	Champlin	6,607,206	Champlin	8,798,276
27	South St Paul	5,743,924	Chaska	7,298,005
28	White Bear Lake	4,835,217	New Brighton	7,197,579
29	Chaska	3,533,554	White Bear Lake	4,927,001
	Average	\$ 10,398,793	Average	\$ 14,075,072
	Median	\$ 8,823,484	Median	\$ 11,718,024
	Shoreview to Avg	-29.4%	Shoreview to Avg	-24.2%

**LGA** – Shoreview receives no local government aid (LGA) to help support the cost of City services. The table below presents the amount of LGA received by each comparison city in 2016.

- Crystal receives the highest LGA per capita at \$74.04 (\$1.692 million in LGA)
- White Bear Lake receives the second highest LGA at \$62.18 (\$1.543 million in LGA)
- Several cities receive no LGA

City	Population	LGA	LGA Per Capita
Crystal	22,852	\$ 1,691,895	\$ 74.04
White Bear Lake	24,811	1,542,738	62.18
Richfield	36,557	2,084,057	57.01
Brooklyn Center	30,864	1,534,125	49.71
Fridley	28,547	1,349,993	47.29
New Hope	21,225	616,161	29.03
Hastings	22,687	596,916	26.31
New Brighton	22,170	574,246	25.90
Chaska	25,607	510,076	19.92
Maplewood	39,742	659,001	16.58
Farmington	22,451	284,884	12.69
Golden Valley	21,571	252,446	11.70
Saint Louis Park	48,354	539,434	11.16
Elk River	23,987	265,960	11.09
Champlin	22,741	233,639	10.27
Oakdale	28,172	140,448	4.99
Ramsey	25,362	111,311	4.39
Cottage Grove	35,596	75,362	2.12
Andover	31,704	2,706	0.09
Edina	50,766	-	-
Apple Valley	50,161	-	-
Shakopee	40,254	-	-
Roseville	35,244	-	-
Inver Grove Heights	35,071	-	-
Savage	30,024	-	-
Shoreview	26,092	-	-
Chanhassen	25,194	-	-
Prior Lake	25,049	-	-
Rosemount	23,042	-	-



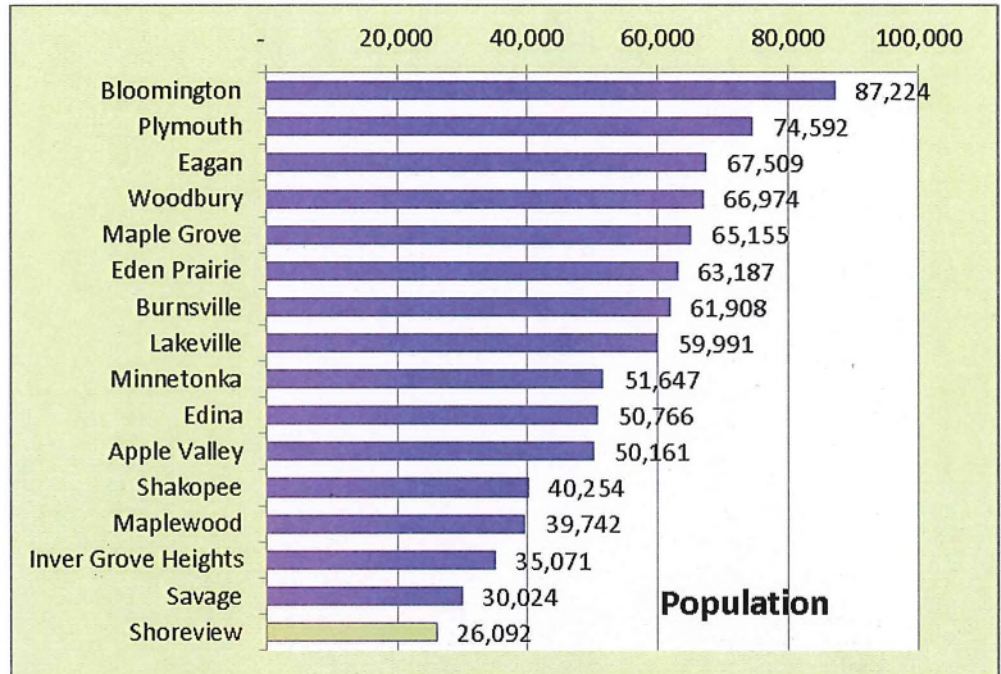
**Tax Rates** – Comparisons of tax rates are useful because the tax rate measures both the change in levies and values (the levy is divided by the taxable value to compute the tax rate). Shoreview's City tax rate has remained relatively constant over the last 10 years, ranking 5<sup>th</sup> and 6<sup>th</sup> lowest in 2006 and 2016 respectively. Both the 2006 and 2016 rankings are the same as the 2005 and 2015 rankings.

City Tax Rate				
Rank	2006		2016	
1	Hastings	50.010%	Brooklyn Center	71.775%
2	Brooklyn Center	46.930%	Hastings	63.577%
3	Savage	46.490%	Richfield	60.992%
4	Elk River	43.930%	Farmington	59.239%
5	Golden Valley	43.310%	New Hope	56.668%
6	New Hope	42.320%	Golden Valley	54.452%
7	Ramsey	39.620%	Crystal	51.831%
8	Richfield	39.230%	Savage	49.905%
9	Cottage Grove	37.840%	Inver Grove Heights	49.450%
10	Crystal	36.750%	Maplewood	48.507%
11	St Louis Park	36.340%	Saint Louis Park	46.195%
12	Inver Grove Heights	36.230%	Elk River	46.170%
13	Apple Valley	35.690%	Fridley	44.960%
14	South St Paul	35.000%	Apple Valley	44.721%
15	New Brighton	34.170%	Ramsey	43.316%
16	Champlin	32.640%	Rosemount	43.149%
17	Maplewood	32.100%	Cottage Grove	42.956%
18	Oakdale	32.010%	Champlin	42.749%
19	Fridley	32.000%	Oakdale	39.492%
20	Andover	31.680%	Roseville	39.324%
21	Prior Lake	31.240%	Andover	38.448%
22	Shakopee	30.970%	Shakopee	37.902%
23	Minnetonka	28.620%	New Brighton	36.205%
24	Chanhassen	26.620%	Shoreview	35.357%
25	Shoreview	23.970%	Prior Lake	31.953%
26	Roseville	23.210%	Edina	27.137%
27	Edina	22.610%	Chaska	25.996%
28	Chaska	19.660%	Chanhassen	24.232%
29	White Bear Lake	18.580%	White Bear Lake	19.690%
	Average	34.130%	Average	44.012%
	Median	34.170%	Median	43.316%
	Shoreview to Avg	-29.8%	Shoreview to Avg	-19.7%



**MLC Comparisons** – Cities belonging to the Municipal Legislative Commission (MLC) also provide an important comparison; many achieve high quality-of-life rankings from their residents in their respective community surveys and are often recognized as having sound financial management. In fact, most of the 16 cities have AAA bond ratings, as does Shoreview.

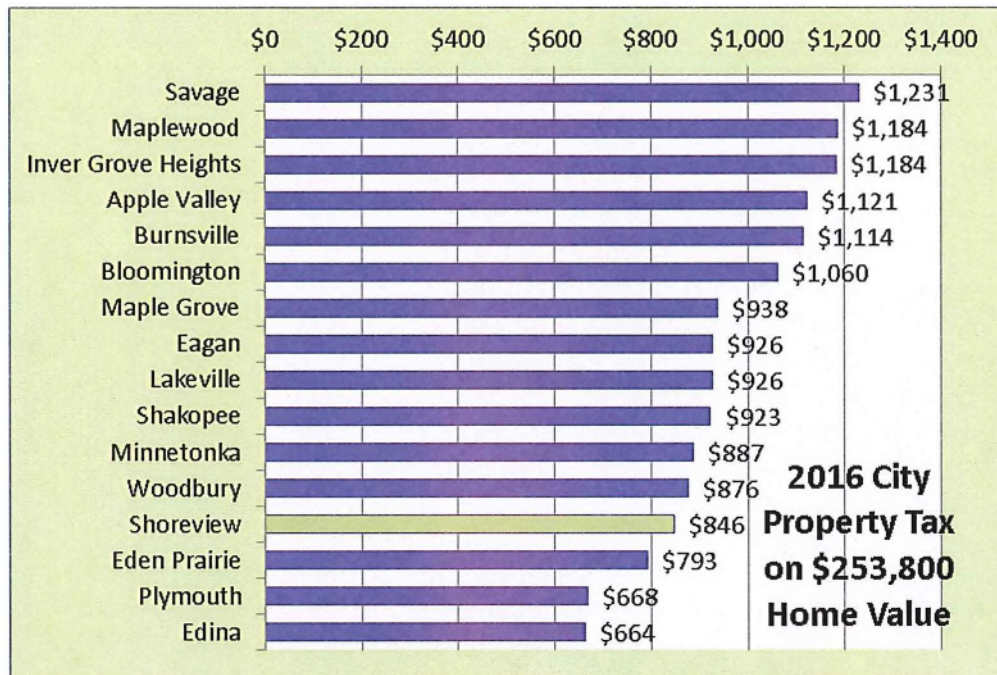
Shoreview has the smallest population in the group, and is roughly half of the average for the group.



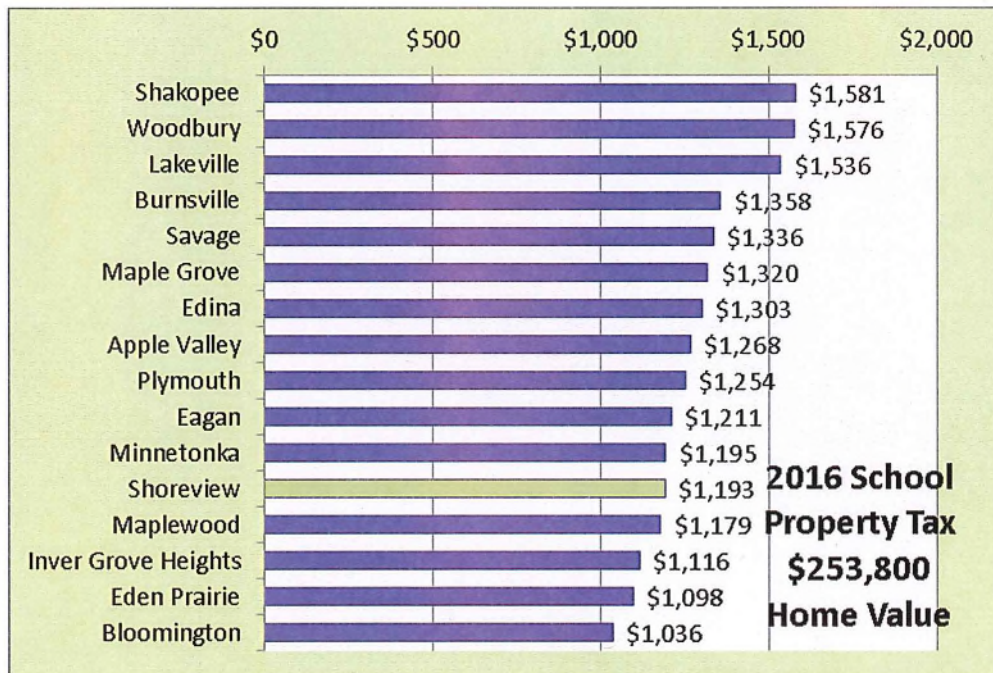
Market value comparisons are most helpful when viewed on a per capita basis, because the geographic size of each community varies. The next graph illustrates the market value per capita for each MLC city, with Shoreview near the middle of the group (about 10.3% below average).



Median Home taxes for each type of taxing jurisdiction provide perhaps the most revealing comparisons. The graph below shows the City share of the tax bill on a \$253,800 home (the median value in Shoreview). Shoreview ranks 4<sup>th</sup> lowest at \$846, and Savage ranks highest at \$1,231.

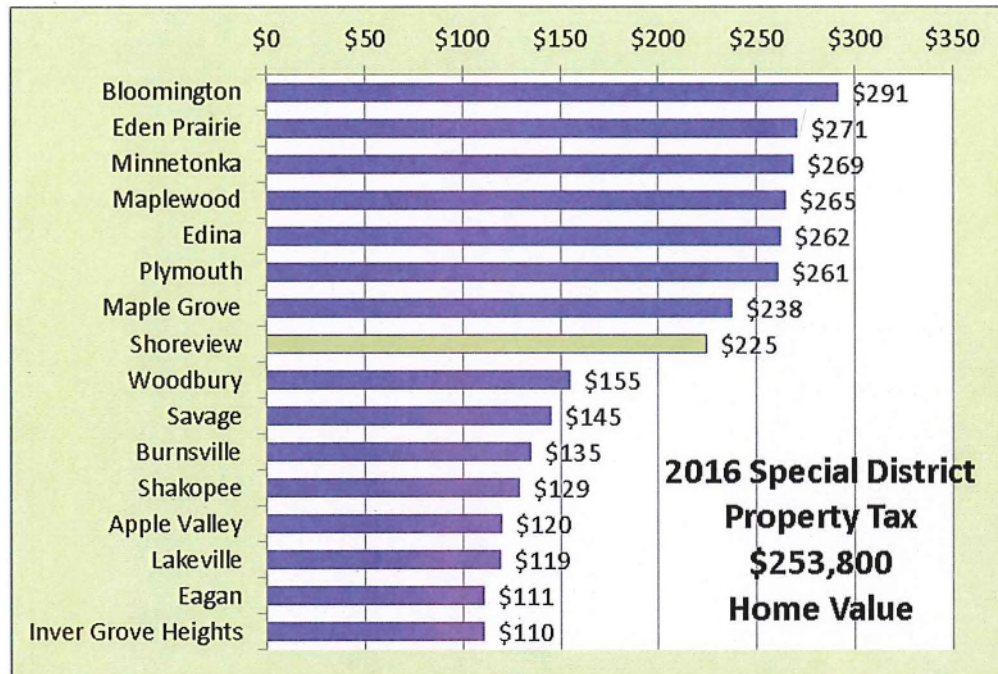


School District property taxes in Shoreview (for the Mounds View district) rank about 7.1% below the average for MLC cities (see graph below).

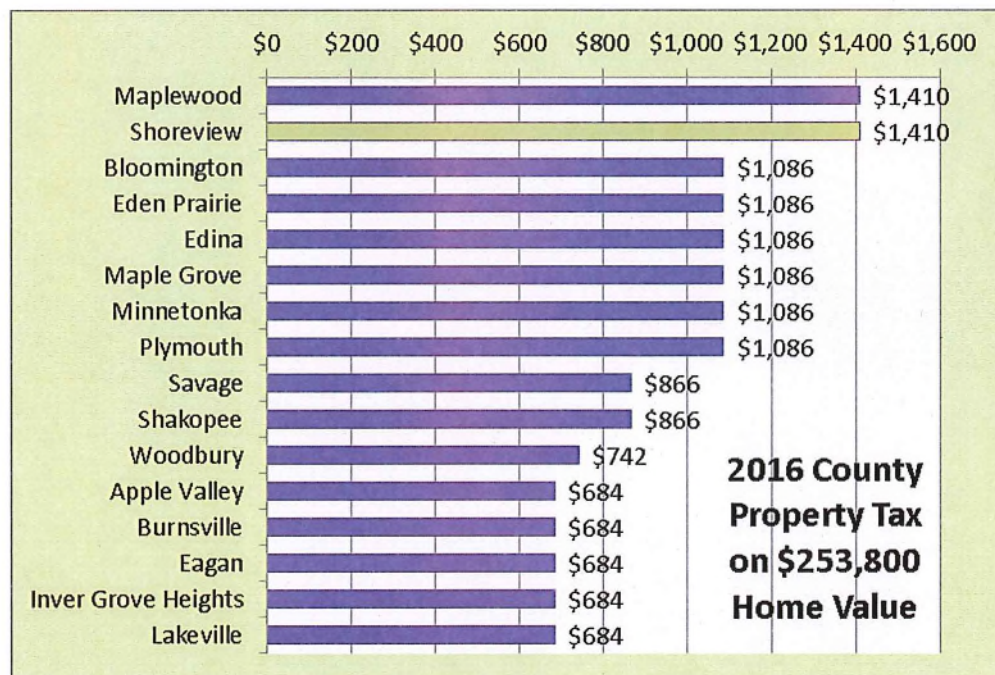




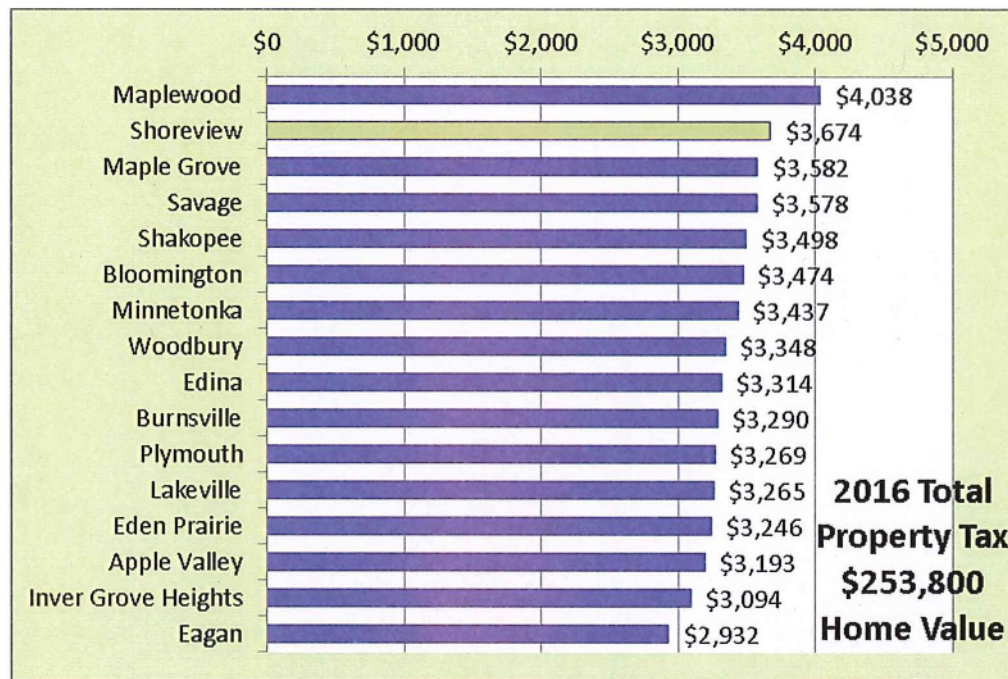
Special District property taxes rank 15.8% above average in Shoreview (for Rice Creek Watershed, Mosquito Control, Met Council, and the Shoreview HRA).



County property taxes for cities located in Ramsey County (Maplewood and Shoreview) rank 48% above the average of MLC cities. The County tax on a Shoreview median valued home is \$1,410 in Ramsey County, \$1,086 in Hennepin County, \$866 in Scott County, \$742 in Washington County and \$684 in Dakota County.



Total Taxes in Shoreview rank 2<sup>nd</sup> highest for MLC cities. During 2015 Shoreview's total tax was also 2<sup>nd</sup> highest among MLC cities, Shoreview's property tax rank has remained the same since last year (for all taxing jurisdictions combined).



During 2016, Shoreview will collect approximately \$408.86 per capita in property taxes. This is the second lowest per capita tax level among MLC cities, and is the same ranking as 2015. Minnetonka receives the highest amount of tax per capita at \$639.86, and Plymouth receives the lowest at \$404.64. The average for MLC cities is \$500.26.

#### MONTHLY REPORT

Attached is the monthly report for July of 2016.

City	City Levy Per Capita
Minnetonka	\$ 639.86
Edina	615.14
Bloomington	605.86
Savage	539.88
Eden Prairie	534.72
Maple Grove	523.96
Inver Grove Heights	513.88
Burnsville	499.97
Maplewood	489.03
Apple Valley	460.96
Woodbury	454.97
Eagan	452.82
Shakopee	431.56
Lakeville	428.06
Shoreview	408.86
Plymouth	404.64
Average	\$ 500.26
Shvw to avg	-18.27%

**General Fund**  
For Year 2016 Through The Month Of July

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Property Taxes	7,321,858	3,776,852	3,545,006	51.58	52.19
Licenses & Permits	354,000	419,261	-65,261	118.44	82.93
Intergovernmental	480,622	257,763	222,859	53.63	54.87
Charges for Services	1,224,520	1,125,709	98,811	91.93	77.28
Fines & Forfeits	42,500	17,306	25,194	40.72	39.34
Interest Earnings	50,000		50,000		
Miscellaneous	25,450	14,785	10,665	58.10	55.25
<b>TOTAL REVENUES</b>	<b>9,498,950</b>	<b>5,611,677</b>	<b>3,887,273</b>	<b>59.08</b>	<b>56.62</b>
<b>EXPENDITURES</b>					
General Government					
Administration	575,203	319,310	255,893	55.51	52.76
Communications	235,448	112,062	123,386	47.60	49.51
Council & commiss	156,597	93,170	63,427	59.50	59.50
Elections	39,574	7,325	32,249	18.51	
Finance/accounting	571,295	313,959	257,336	54.96	56.15
Human Resources	295,128	143,142	151,986	48.50	49.02
Information systems	348,684	254,804	93,880	73.08	62.85
Legal	132,000	46,071	85,929	34.90	48.17
<b>Total General Government</b>	<b>2,353,929</b>	<b>1,289,843</b>	<b>1,064,086</b>	<b>54.80</b>	<b>54.46</b>
Public Safety					
Fire	1,474,420	1,260,073	214,347	85.46	83.85
Police	2,096,500	1,169,160	927,340	55.77	54.85
<b>Total Public Safety</b>	<b>3,570,920</b>	<b>2,429,232</b>	<b>1,141,688</b>	<b>68.03</b>	<b>66.34</b>
Public Works					
Forestry/nursery	122,311	80,155	42,156	65.53	37.18
Pub Works Adm/Engin	434,492	242,222	192,270	55.75	49.71
Streets	871,799	567,074	304,725	65.05	63.76
Trail mgmt	131,148	92,290	38,858	70.37	58.78
<b>Total Public Works</b>	<b>1,559,750</b>	<b>981,741</b>	<b>578,009</b>	<b>62.94</b>	<b>57.19</b>
Parks and Recreation					
Municipal buildings	117,633	103,320	14,313	87.83	92.07
Park Maintenance	1,276,575	830,057	446,518	65.02	65.72
Park/Recreation Adm	387,297	204,196	183,101	52.72	60.12
<b>Total Parks and Recreation</b>	<b>1,781,505</b>	<b>1,137,573</b>	<b>643,932</b>	<b>63.85</b>	<b>66.53</b>
Community Develop					
Building Inspection	161,368	100,664	60,704	62.38	51.15
Planning/zoning adm	484,478	270,889	213,589	55.91	54.51
<b>Total Community Develop</b>	<b>645,846</b>	<b>371,553</b>	<b>274,293</b>	<b>57.53</b>	<b>53.59</b>

**General Fund**  
For Year 2016 Through The Month Of July

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
TOTAL EXPENDITURES	9,911,950	6,209,943	3,702,007	62.65	61.29
OTHER					
Transfers In	811,000	727,667	83,333	89.72	90.70
Transfers Out	-398,000	-292,167	-105,833	73.41	72.88
TOTAL OTHER	413,000	435,500	-22,500	105.45	108.90
Net change in fund equity		-162,766	162,766		
Fund equity, beginning		4,627,122			
Fund equity, ending		4,464,356			
Less invested in capital assets					
Net available fund equity		4,464,356			

**Recycling**  
For Year 2016 Through The Month Of July

	Budget	Actual	Variance	Percent YTD This Yr Last Yr	
REVENUES					
Intergovernmental	75,469		75,469		14.36
Charges for Services	536,500	284,284	252,216	52.99	50.66
TOTAL REVENUES	611,969	284,284	327,685	46.45	46.68
EXPENDITURES					
Public Works					
Recycling	566,151	305,135	261,016	53.90	54.13
Total Public Works	566,151	305,135	261,016	53.90	54.13
TOTAL EXPENDITURES	566,151	305,135	261,016	53.90	54.13
Net change in fund equity	45,818	-20,851	66,669		
Fund equity, beginning		352,762			
Fund equity, ending		331,911			
Less invested in capital assets					
Net available fund equity		331,911			

**STD Self Insurance**  
For Year 2016 Through The Month Of July

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	7,500	4,704	2,796	62.72	60.43
Interest Earnings	500		500		
TOTAL REVENUES	8,000	4,704	3,296	58.80	56.65
EXPENDITURES					
Miscellaneous					
Short-term Disab	9,000	1,461	7,539	16.23	62.35
Total Miscellaneous	9,000	1,461	7,539	16.23	62.35
TOTAL EXPENDITURES	9,000	1,461	7,539	16.23	62.35
Net change in fund equity	-1,000	3,243	-4,243		
Fund equity, beginning		40,020			
Fund equity, ending		43,263			
Less invested in capital assets					
Net available fund equity		43,263			



**Community Center**  
For Year 2016 Through The Month Of July

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	2,468,215	1,479,378	988,837	59.94	60.02
Interest Earnings	5,000		5,000		
Miscellaneous	12,500		12,500		
TOTAL REVENUES	2,485,715	1,479,378	1,006,337	59.52	59.59
EXPENDITURES					
Parks and Recreation					
Community center	2,733,905	1,475,770	1,258,135	53.98	52.24
Total Parks and Recreation	2,733,905	1,475,770	1,258,135	53.98	52.24
TOTAL EXPENDITURES	2,733,905	1,475,770	1,258,135	53.98	52.24
OTHER					
Transfers In	384,000	224,000	160,000	58.33	58.33
TOTAL OTHER	384,000	224,000	160,000	58.33	58.33
Net change in fund equity	135,810	227,608	-91,798		
Fund equity, beginning		1,306,938			
Fund equity, ending		1,534,546			
Less invested in capital assets					
Net available fund equity		1,534,546			

**Recreation Programs**  
For Year 2016 Through The Month Of July

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Charges for Services	1,500,041	887,126	612,915	59.14	66.48
Interest Earnings	2,000		2,000		
<b>TOTAL REVENUES</b>	<b>1,502,041</b>	<b>887,126</b>	<b>614,915</b>	<b>59.06</b>	<b>66.39</b>
<b>EXPENDITURES</b>					
Parks and Recreation					
Adult & youth sports	103,345	61,298	42,047	59.31	70.20
Aquatics	143,054	75,681	67,373	52.90	49.02
Community programs	99,626	71,785	27,841	72.05	70.53
Drop-in Child Care	69,740	36,297	33,443	52.05	51.45
Fitness Programs	179,218	98,347	80,871	54.88	48.95
Park/Recreation Adm	473,302	250,826	222,476	52.99	58.94
Preschool Programs	101,618	55,743	45,875	54.86	55.19
Summer Discovery	274,570	135,310	139,260	49.28	79.99
Youth/Teen	37,408	15,989	21,419	42.74	34.76
<b>Total Parks and Recreation</b>	<b>1,481,881</b>	<b>801,277</b>	<b>680,604</b>	<b>54.07</b>	<b>60.03</b>
<b>TOTAL EXPENDITURES</b>	<b>1,481,881</b>	<b>801,277</b>	<b>680,604</b>	<b>54.07</b>	<b>60.03</b>
<b>OTHER</b>					
Transfers In	84,000	84,000		100.00	100.00
Transfers Out	-130,000	-75,833	-54,167	58.33	58.33
<b>TOTAL OTHER</b>	<b>-46,000</b>	<b>8,167</b>	<b>-54,167</b>	<b>-17.75</b>	<b>-4.17</b>
Net change in fund equity	-25,840	94,016	-119,856		
Fund equity, beginning		996,137			
Fund equity, ending		1,090,153			
Less invested in capital assets					
Net available fund equity		1,090,153			

**Cable Television**  
For Year 2016 Through The Month Of July

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	435,000	116,864	318,136	26.87	121.24
Interest Earnings	1,700		1,700		
Miscellaneous	1,200	700	500	58.33	1,888.4
TOTAL REVENUES	437,900	117,564	320,336	26.85	127.20
EXPENDITURES					
General Government					
Cable television	120,183	73,537	46,646	61.19	46.59
Total General Government	120,183	73,537	46,646	61.19	46.59
Capital Outlay					
Cable television	100,000	26,514	73,486	26.51	136.08
Total Capital Outlay	100,000	26,514	73,486	26.51	136.08
TOTAL EXPENDITURES	220,183	100,052	120,131	45.44	58.18
OTHER					
Transfers Out	-200,000	-116,667	-83,333	58.33	58.33
TOTAL OTHER	-200,000	-116,667	-83,333	58.33	58.33
Net change in fund equity	17,717	-99,154	116,871		
Fund equity, beginning		468,181			
Fund equity, ending		369,027			
Less invested in capital assets					
Net available fund equity		369,027			

**Econ Devel Auth/EDA**  
**For Year 2016 Through The Month Of July**

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	110,000	56,540	53,460	51.40	51.80
TOTAL REVENUES	110,000	56,540	53,460	51.40	51.80
EXPENDITURES					
Community Develop					
Econ Development-EDA	107,013	52,665	54,348	49.21	55.77
Total Community Develop	107,013	52,665	54,348	49.21	55.77
TOTAL EXPENDITURES	107,013	52,665	54,348	49.21	55.77
Net change in fund equity	2,987	3,875	-888		
Fund equity, beginning		203,698			
Fund equity, ending		207,573			
Less invested in capital assets					
Net available fund equity		207,573			

**HRA Programs of EDA**  
For Year 2016 Through The Month Of July

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	100,000	51,403	48,597	51.40	51.92
TOTAL REVENUES	100,000	51,403	48,597	51.40	51.92
EXPENDITURES					
Community Develop					
Housing Programs-HRA	92,907	51,347	41,560	55.27	56.52
Total Community Develop	92,907	51,347	41,560	55.27	56.52
TOTAL EXPENDITURES	92,907	51,347	41,560	55.27	56.52
Net change in fund equity	7,093	56	7,037		
Fund equity, beginning		103,180			
Fund equity, ending		103,236			
Less invested in capital assets					
Net available fund equity		103,236			

**Liability Claims**  
For Year 2016 Through The Month Of July

	Budget	Actual	Variance	Percent YTD This Yr Last Yr	
REVENUES					
Interest Earnings	2,200		2,200		
Miscellaneous	30,000	3,366	26,634	11.22	17.47
TOTAL REVENUES	32,200	3,366	28,834	10.45	16.28
EXPENDITURES					
Miscellaneous					
Insurance Claims	32,000	4,559	27,441	14.25	70.11
Total Miscellaneous	32,000	4,559	27,441	14.25	70.11
TOTAL EXPENDITURES	32,000	4,559	27,441	14.25	70.11
Net change in fund equity	200	-1,194	1,394		
Fund equity, beginning		212,846			
Fund equity, ending		211,652			
Less invested in capital assets					
Net available fund equity		211,652			

**Slice SV Event**  
**For Year 2016 Through The Month Of July**

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	27,000	29,175	-2,175	108.06	103.66
Miscellaneous	32,000	28,111	3,889	87.85	73.94
TOTAL REVENUES	59,000	57,286	1,714	97.09	87.40
EXPENDITURES					
General Government					
Slice of Shoreview	67,900	61,410	6,490	90.44	85.33
Total General Government	67,900	61,410	6,490	90.44	85.33
TOTAL EXPENDITURES	67,900	61,410	6,490	90.44	85.33
OTHER					
Transfers In	10,000	10,000		100.00	100.00
TOTAL OTHER	10,000	10,000		100.00	100.00
Net change in fund equity	1,100	5,876	-4,776		
Fund equity, beginning		81,406			
Fund equity, ending		87,282			
Less invested in capital assets					
Net available fund equity		87,282			

**Water Fund**  
For Year 2016 Through The Month Of July

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Special Assessments		1,814	-1,814		
Utility Charges	3,193,000	1,367,159	1,825,841	42.82	42.67
Late fees		19,827	-19,827		
Water meters	5,500	8,003	-2,503	145.51	104.65
Other prop charges	20,000	5,332	14,668	26.66	244.38
Interest Earnings	38,000		38,000		.09
<b>TOTAL REVENUES</b>	<b>3,256,500</b>	<b>1,402,136</b>	<b>1,854,364</b>	<b>43.06</b>	<b>43.70</b>
<b>EXPENDITURES</b>					
Proprietary					
Water Operations	1,581,485	919,585	661,900	58.15	59.64
<b>Total Proprietary</b>	<b>1,581,485</b>	<b>919,585</b>	<b>661,900</b>	<b>58.15</b>	<b>59.64</b>
Capital Outlay					
Water Operations		51,000	-51,000		
<b>Total Capital Outlay</b>		<b>51,000</b>	<b>-51,000</b>		
<b>TOTAL EXPENDITURES</b>	<b>1,581,485</b>	<b>970,585</b>	<b>610,900</b>	<b>61.37</b>	<b>59.64</b>
<b>OTHER</b>					
Depreciation	-669,000	-390,250	-278,750	58.33	58.33
Transfers Out	-363,000	-363,000		100.00	100.00
GO Revenue Bonds	-307,431	-404,831	97,400	131.68	113.02
<b>TOTAL OTHER</b>	<b>-1,339,431</b>	<b>-1,158,081</b>	<b>-181,350</b>	<b>86.46</b>	<b>77.78</b>
Net change in fund equity	335,584	-726,530	1,062,114		
Fund equity, beginning		13,256,009			
Fund equity, ending		12,529,479			
Less invested in capital assets		9,427,325			
Net available fund equity		3,102,154			



**Sewer Fund**  
For Year 2016 Through The Month Of July

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Special Assessments		2,707	-2,707		
Charges for Services	1,500	895	605	59.64	57.16
Utility Charges	4,051,000	2,275,540	1,775,460	56.17	56.31
Late fees		35,563	-35,563		
Facility/area chgs	4,000	9,724	-5,724	243.10	78.51
Other prop charges	2,500		2,500		
Interest Earnings	27,000		27,000		.10
TOTAL REVENUES	4,086,000	2,324,428	1,761,572	56.89	56.84
EXPENDITURES					
Proprietary					
Sewer Operations	3,359,142	2,222,908	1,136,234	66.17	67.73
Total Proprietary	3,359,142	2,222,908	1,136,234	66.17	67.73
TOTAL EXPENDITURES	3,359,142	2,222,908	1,136,234	66.17	67.73
OTHER					
Depreciation	-354,000	-206,500	-147,500	58.33	58.33
Transfers Out	-183,000	-183,000		100.00	100.00
GO Revenue Bonds	-78,764	-88,064	9,300	111.81	107.13
TOTAL OTHER	-615,764	-477,564	-138,200	77.56	75.67
Net change in fund equity	111,094	-376,044	487,138		
Fund equity, beginning		7,844,543			
Fund equity, ending		7,468,499			
Less invested in capital assets		4,725,848			
Net available fund equity		2,742,651			

**Surface Water Mgmt**  
For Year 2016 Through The Month Of July

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Special Assessments		663	-663		
Utility Charges	1,546,000	891,446	654,554	57.66	57.46
Late fees		12,503	-12,503		
Lake Impr Dist chgs	44,503	16,682	27,821	37.49	61.18
Other prop charges	7,500	3,690	3,810	49.20	100.60
Interest Earnings	9,000		9,000		.11
<b>TOTAL REVENUES</b>	<b>1,607,003</b>	<b>924,984</b>	<b>682,019</b>	<b>57.56</b>	<b>58.18</b>
<b>EXPENDITURES</b>					
Proprietary					
Snail Lake Aug.	29,275	6,654	22,621	22.73	22.36
Surface Water Oper	940,244	563,733	376,511	59.96	56.96
<b>Total Proprietary</b>	<b>969,519</b>	<b>570,387</b>	<b>399,132</b>	<b>58.83</b>	<b>55.80</b>
<b>TOTAL EXPENDITURES</b>	<b>969,519</b>	<b>570,387</b>	<b>399,132</b>	<b>58.83</b>	<b>55.80</b>
<b>OTHER</b>					
Depreciation	-269,000	-156,917	-112,083	58.33	58.33
Transfers Out	-159,000	-159,000		100.00	100.00
GO Revenue Bonds	-82,239	-94,732	12,493	115.19	114.79
<b>TOTAL OTHER</b>	<b>-510,239</b>	<b>-410,649</b>	<b>-99,590</b>	<b>80.48</b>	<b>79.51</b>
Net change in fund equity	127,245	-56,051	183,296		
Fund equity, beginning		8,974,651			
Fund equity, ending		8,918,600			
Less invested in capital assets		6,135,855			
Net available fund equity		2,782,745			

**Street Light Utility**  
For Year 2016 Through The Month Of July

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Special Assessments		304	-304		
Utility Charges	551,000	316,185	234,815	57.38	57.89
Late fees		4,798	-4,798		
Interest Earnings	2,500		2,500		
<b>TOTAL REVENUES</b>	<b>553,500</b>	<b>321,286</b>	<b>232,214</b>	<b>58.05</b>	<b>58.53</b>
<b>EXPENDITURES</b>					
Proprietary					
Street lighting	279,118	139,060	140,058	49.82	53.73
<b>Total Proprietary</b>	<b>279,118</b>	<b>139,060</b>	<b>140,058</b>	<b>49.82</b>	<b>53.73</b>
Capital Outlay					
Street lighting		39,616	-39,616		
<b>Total Capital Outlay</b>		<b>39,616</b>	<b>-39,616</b>		
Capital Outlay					
Capital Projects		1,954	-1,954		
<b>Total Capital Outlay</b>		<b>1,954</b>	<b>-1,954</b>		
<b>TOTAL EXPENDITURES</b>	<b>279,118</b>	<b>180,630</b>	<b>98,488</b>	<b>64.71</b>	<b>71.82</b>
<b>OTHER</b>					
Depreciation	-69,000	-40,250	-28,750	58.33	58.33
Transfers Out	-25,400	-25,400		100.00	100.00
<b>TOTAL OTHER</b>	<b>-94,400</b>	<b>-65,650</b>	<b>-28,750</b>	<b>69.54</b>	<b>68.89</b>
Net change in fund equity	179,982	75,006	104,976		
Fund equity, beginning		1,598,216			
Fund equity, ending		1,673,222			
Less invested in capital assets		432,561			
Net available fund equity		1,240,661			

**Central Garage Fund**  
For Year 2016 Through The Month Of July

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Property Taxes	184,000	94,912	89,088	51.58	51.88
Cent Garage chgs	1,281,150	1,278,833	2,317	99.82	100.59
Interest Earnings	10,500		10,500		1.62
<b>TOTAL REVENUES</b>	<b>1,475,650</b>	<b>1,373,746</b>	<b>101,904</b>	<b>93.09</b>	<b>93.02</b>
<b>EXPENDITURES</b>					
Proprietary					
Central Garage Oper	638,373	313,482	324,891	49.11	48.19
<b>Total Proprietary</b>	<b>638,373</b>	<b>313,482</b>	<b>324,891</b>	<b>49.11</b>	<b>48.19</b>
Capital Outlay					
Central Garage Oper		120,043	-120,043		
<b>Total Capital Outlay</b>		<b>120,043</b>	<b>-120,043</b>		
<b>TOTAL EXPENDITURES</b>	<b>638,373</b>	<b>433,525</b>	<b>204,848</b>	<b>67.91</b>	<b>70.92</b>
<b>OTHER</b>					
Sale of Asset	32,000	16,059	15,941	50.19	
Transfers In	119,400	119,400		100.00	100.00
Depreciation	-663,000	-386,750	-276,250	58.33	58.33
Transfers Out	-15,000		-15,000		
GO CIP Bonds	-110,635	-124,234	13,599	112.29	101.27
<b>TOTAL OTHER</b>	<b>-637,235</b>	<b>-375,525</b>	<b>-261,710</b>	<b>58.93</b>	<b>60.82</b>
Net change in fund equity	200,042	564,696	-364,654		
Fund equity, beginning		4,493,970			
Fund equity, ending		5,058,666			
Less invested in capital assets		3,228,575			
Net available fund equity		1,830,091			

INVESTMENT SCHEDULE BY SECURITY TYPE  
AS OF 07-31-16

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
<hr/>							
CERTIFICATE DEPOSIT							
<hr/>							
1,154	Morgan Stanley Smith Barney LLC	CD	1,645	05-16-12	11-16-16	248,000.00	1.300000
1,216	Morgan Stanley Smith Barney LLC	CD	732	01-22-15	01-23-17	248,000.00	.850000
1,220	Morgan Stanley Smith Barney LLC	CD	731	03-13-15	03-13-17	248,000.00	.850000
1,210	Morgan Stanley Smith Barney LLC	CD	821	12-30-14	03-30-17	248,000.00	1.000000
1,211	Morgan Stanley Smith Barney LLC	CD	913	12-30-14	06-30-17	248,000.00	1.100000
1,172	Morgan Stanley Smith Barney LLC	CD	1,826	07-26-12	07-26-17	247,000.00	1.700000
1,218	Morgan Stanley Smith Barney LLC	CD	1,097	02-11-15	02-12-18	150,000.00	1.200000
1,237	Wells Fargo Brokerage Services	CD	1,280	12-08-15	02-26-18	245,000.00	1.217700
1,233	Wells Fargo Brokerage Services	CD	813	12-08-15	02-28-18	245,000.00	1.214700
1,234	Wells Fargo Brokerage Services	CD	819	12-08-15	03-06-18	245,000.00	1.202900
1,198	Dain Rauscher Investment Services	CD	1,826	04-11-13	04-11-18	247,000.00	1.259800
1,199	Dain Rauscher Investment Services	CD	1,826	04-24-13	04-24-18	248,000.00	1.000000
1,236	Wells Fargo Brokerage Services	CD	1,280	12-08-15	05-25-18	245,000.00	1.268100
1,241	Wells Fargo Brokerage Services	CD	915	12-09-15	06-11-18	248,000.00	1.446800
1,255	Morgan Stanley Smith Barney LLC	CD	730	06-15-16	06-15-18	190,000.00	1.050000
1,238	Wells Fargo Brokerage Services	CD	1,280	12-08-15	08-28-18	245,000.00	1.464600
1,232	Wells Fargo Brokerage Services	CD	13	12-08-15	09-21-18	245,000.00	1.626700
1,183	Dain Rauscher Investment Services	CD	2,191	09-27-12	09-27-18	249,000.00	1.308400
1,239	Wells Fargo Brokerage Services	CD	1,097	12-09-15	12-10-18	248,000.00	1.498600
1,214	Morgan Stanley Smith Barney LLC	CD	1,461	12-31-14	12-31-18	247,000.00	1.900000
1,243	Dain Rauscher Investment Services	CD	1,092	02-08-16	02-04-19	248,000.00	1.455300
1,249	Oppenheimer & Co. Inc.	CD	1,097	03-02-16	03-04-19	248,000.00	1.147900
1,235	Wells Fargo Brokerage Services	CD	1,280	12-08-15	06-10-19	249,000.00	1.647400
1,229	Dain Rauscher Investment Services	CD	1,461	10-28-15	10-28-19	247,000.00	1.998600
1,230	Dain Rauscher Investment Services	CD	1,461	10-30-15	10-30-19	153,000.00	1.400000
1,212	Morgan Stanley Smith Barney LLC	CD	1,801	12-30-14	12-05-19	247,000.00	2.230500
1,213	Morgan Stanley Smith Barney LLC	CD	1,801	12-30-14	12-10-19	247,000.00	2.173800
1,240	Wells Fargo Brokerage Services	CD	1,827	12-09-15	12-09-2020	247,000.00	2.200000
1,256	Dain Rauscher Investment Services	CD	30,83	07-25-16	07-26-2021	248,000.00	1.299300
1,260	Oppenheimer & Co. Inc.	CD	1,825	07-27-16	07-26-2021	249,000.00	1.400000
1,259	Oppenheimer & Co. Inc.	CD	1,829	07-26-16	07-29-2021	249,000.00	1.400000
1,257	Dain Rauscher Investment Services	CD	31,02	07-15-16	01-14-2022	248,000.00	1.400700
1,258	Dain Rauscher Investment Services	CD	2,010	07-27-16	01-27-2022	249,000.00	1.294800
1,250	Dain Rauscher Investment Services	CD	2,191	03-04-16	03-04-2022	247,000.00	1.850000
1,168	Dain Rauscher Investment Services	CD	3,652	07-25-12	07-25-2022	249,000.00	2.425000
1,246	Morgan Stanley Smith Barney LLC	CD	31,93	02-22-16	02-22-2024	243,000.00	1.500000
1,174	Dain Rauscher Investment Services	CD	5,477	07-31-12	07-30-2027	246,000.00	3.183400
<hr/>						8,898,000.00	
Total Number Of Investments: 37							

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FEDERAL HOME LN BK

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1,203	Wells Fargo Brokerage Services	FH	1,734	06-19-13	03-19-18	500,000.00	.999900
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Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
Total Number Of Investments: 1						500,000.00	
FED HM MORTG POOL							
1,179	Wells Fargo Brokerage Services	HP	2,556	08-22-12	08-22-19	500,000.00	1.399400
1,180	Wells Fargo Bank MN, NA	HP	2,556	08-22-12	08-22-19	460,000.00	1.399400
Total Number Of Investments: 2						960,000.00	
TAX EXMPT MNCPL BOND							
1,197	Dain Rauscher Investment Services	MB	4,109	04-01-13	07-01-2024	232,528.00	5.744100
1,205	Dain Rauscher Investment Services	MB	4,113	06-28-13	10-01-2024	82,242.75	5.102700
1,248	Dain Rauscher Investment Services	MB	4,720	03-01-16	02-01-2029	518,805.00	3.001700
Total Number Of Investments: 3						833,575.75	
TAXABLE MUNCPL BONDS							
1,242	Oppenheimer & Co. Inc.	TM	366	12-21-15	12-21-16	403,072.00	1.620600
1,201	Dain Rauscher Investment Services	TM	1,554	04-30-13	08-01-17	452,342.50	1.546300
1,247	Dain Rauscher Investment Services	TM	797	02-24-16	05-01-18	806,336.00	1.528700
1,252	Oppenheimer & Co. Inc.	TM	763	03-29-16	05-01-18	502,590.00	1.552800
1,202	Dain Rauscher Investment Services	TM	1,919	04-30-13	08-01-18	493,511.75	1.846400
1,245	Dain Rauscher Investment Services	TM	896	02-17-16	08-01-18	256,074.80	1.419800
1,251	Wells Fargo Brokerage Services	TM	897	03-18-16	09-01-18	401,444.00	1.322500
1,190	Dain Rauscher Investment Services	TM	2,302	12-11-12	04-01-19	503,020.00	1.349700
1,222	Dain Rauscher Investment Services	TM	1,357	08-13-15	05-01-19	1,173,586.50	2.322300
1,227	Dain Rauscher Investment Services	TM	1,307	10-02-15	05-01-19	512,050.00	2.402400
1,177	Wells Fargo Brokerage Services	TM	2,579	08-09-12	09-01-19	503,340.00	1.572100
1,192	Dain Rauscher Investment Services	TM	2,544	12-27-12	12-15-19	224,901.60	2.960600
1,253	Dain Rauscher Investment Services	TM	1,329	04-25-16	12-15-19	535,829.00	1.956500
1,244	Dain Rauscher Investment Services	TM	1,536	02-16-16	05-01-2020	506,450.00	2.015100
1,191	Dain Rauscher Investment Services	TM	2,910	12-27-12	12-15-2020	235,407.30	3.392500
1,254	Dain Rauscher Investment Services	TM	1,695	04-25-16	12-15-2020	363,198.96	2.300500
1,188	Dain Rauscher Investment Services	TM	3,494	12-05-12	06-30-2022	268,192.80	3.576000
1,193	Dain Rauscher Investment Services	TM	3,640	12-27-12	12-15-2022	250,218.50	3.742800
1,261	Dain Rauscher Investment Services	TM	3,199	07-28-16	05-01-2025	500,000.00	2.148500
Total Number Of Investments: 19						8,891,565.71	

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TO: MAYOR, CITY COUNCIL AND CITY MANAGER  
FROM: MARK J. MALONEY, PUBLIC WORKS DIRECTOR  
DATE: AUGUST 11, 2016  
SUBJ: PUBLIC WORKS MONTHLY REPORT

### **GOOSE MANAGEMENT**

For many years the Public Works Department has supervised Canada Goose removal activities at several public sites in Shoreview. Excessively high populations of geese are annually managed at high-profile park areas in the community including Lake Owasso, Lake Wabasso, Turtle Lake, Snail Lake and the Shoreview Community Center. Beginning this year, the Minnesota Department of Natural Resources (MNDNR) required the City to have a formal Goose Management Plan in place prior to issuing a bird removal permit. Staff worked with MNDNR to create a management plan and it was approved by the Council earlier this summer. That plan sets forth the goals of the City's goose monitoring and management efforts for public properties, and reinforces the prohibition of wild animal feeding in Shoreview. This year's management efforts, which are conducted under agreement with a permitted contractor, reduced the Canada Goose population by 101 birds.



### **ENVIRONMENTAL SERVICES**

#### **WaterSmart- Home Water Reports**

Welcome letters are being printed for the City-wide rollout of this program and mailed mid-August. A small number of people will be randomly selected to be in a Control Group to measure the program effectiveness, however if those residents want to participate staff can activate their accounts to give them program access. Single-family residential homes will have access to a personal account where they can access their past home water usage (starting in 2012) up to the most recent reading. They will also have personalized recommendations for their home on how best to save water and money.

#### **EQC**

EQC members have visited and selected the Green Community Award applicants. The awards will be presented at the September 19<sup>th</sup> city council meeting and in the September/October ShoreViews newsletter.

#### **Recycling**

The fall Cleanup Day is scheduled for October 8<sup>th</sup>. The event will be held in conjunction with Arden Hills and staff is currently working with partners to confirm further details.

#### **Wildlife Management**

Staff worked with the Minnesota Department of Natural Resources and Canada Goose Management, Inc. to establish a Goose Management Plan, set population goals, inventory 2016 populations, and coordinate goose removals. In total, 56 geese were removed from Lake Owasso and 45 were removed



from Snail Lake. Management Plans for deer and turkey are now being drafted. Additionally, a diseased raccoon was reported and taken to the Wildlife Rehabilitation Center of Minnesota for testing. It was found to have Distemper, but the Center did not see evidence of a widespread outbreak in the area.

### **MAINTENANCE ACTIVITIES**

All public works maintenance crews worked together on the set up for the Slice of Shoreview. Crews worked throughout the weekend cleaning up during the Slice events. Trails throughout the City were swept in preparation of the "Tour-de-Trails" event.

Street crews prepared streets and storm sewer catch basins for this summer's street seal coating project. They also prepared for the trail seal coating by crack filling along trails and sweeping and cleaning trail surfaces. Crews have been spot patching along streets and installed an asphalt curb to the trail at the end of Richmond. Street sweeping, mowing along trails and weed whipping along boulevards continues as the weather permits. The early start to the growing season, together with regular rainfall have made for optimal growing conditions for grass, weeds, and brush around roadways and trail corridors this summer. Street crews have also been hauling rubble and waste material out of the back yard of the Maintenance Facility. Sign repairs and replacements are on-going, as is the weekly rotation of the speed trailers and traffic counters. Crews repaired and re-installed the fountain in Commons pond and two new aerators have been installed in the pond. We continue to experiment with equipment that may eventually be used to remove duckweed from a small number of the City drainage facilities.

Utility crews have been jetting/cleaning sanitary sewer lines, exercising gate valves and repairing curb boxes as time allows. They completed some landscape restorations after necessary water main repairs and sewer service repairs. Crews water the sod as needed. Utility crews continue with daily inspections and routine scheduled maintenance at all the wells, the lift stations, the towers and the booster station. Throughout the growing season each site is mowed and groomed weekly or as needed. Crews have also seen a large increase to utility location requests. They mark underground utilities throughout both public and private construction project areas. Also during City projects, crews flush and sample new and or temporary water mains/services as needed. Water meters are read and water samples are collected and analyzed regularly.

The Department of Corrections crew continues cleaning the Maintenance Facility twice a week. Throughout the growing season they are scheduled to work with the parks department whenever they are not needed by other departments. They began working with the street crews seal coating the trails. It is estimated that with the crews working together, seven miles of trails will be seal coated in approximately three weeks. When time allows they weed and clean up around the Maintenance Facility grounds.

### **PROJECT UPDATES**

**Water Treatment Plant – Project 14-02** – Work inside the building is continuing and includes the painting of walls, and the installation of mechanical and electrical systems. The engineering consultant and contractor are planning to start testing the treatment equipment and control systems in September and the plant is expected to be on-line in October.

**Turtle Lane Neighborhood & Schifsky Road Reconstruction – Project 15-01** – All of the work is complete for both project areas and a request to approve the final payment to the Contractor will be presented the City Council for consideration at the August 15<sup>th</sup> meeting.

**Relocation of Water Main – 1694 3<sup>rd</sup> Lane – Project 15-10** – A majority of the work is complete and the Contractor is completing punch list items. It is expected a request for final payment to the Contractor will be presented to the City Council for consideration at the September 5<sup>th</sup> meeting.

**Virginia/Dennison/Lilac Reconstruction – Project 16-01** – Water main and services were replaced and storm sewer installed on Dennison Avenue and the contractor is grading the roadway in preparation for the installation of concrete curb and gutter. Temporary water was installed on Lilac Lane and the contractor has started the replacement of the water main and services. When the water main work is completed the contractor will start on the installation of the storm sewer. The new LED Street lights have been installed on the north half of the project. We are waiting for XCEL to energize the lights. The south half lights will be installed after the new curb is in.

**Grand Avenue Reconstruction & Extension – Project 16-02** – The curb and gutter and asphalt base is installed on the eastern portion of the road and the contractor is currently restoring driveways and disturbed areas. The contractor is planning to start the installation of the pervious pavement on the western portion of the road and the path from the west of Grand Avenue to Owasso Boulevard North in the next couple of weeks. The installation of new street lights on Grand Avenue has started on the east half. The remainder will be completed when the west end of the street has curb.

**2016 Street Light Replacements – Project 16-03** – The materials have arrived at the Maintenance Center for this year's Replacement Project along with new lights in the Virginia/Dennison/Lilac and Grand Avenue construction projects. The installation in the replacement project area is proposed for mid August.

**Gramsie Road Rehabilitation – Project 16-05** – Curb and gutter was installed in the areas where it was removed and ADA compliant pedestrian ramps were installed where the trail connects with the road. The reclaimed asphalt was stabilized with emulsion and the base course of asphalt installed. The Contractor is currently restoring the areas that were disturbed during the curb replacement and is planning to install the wear coarse of asphalt and paint stripes on the road the week of August 15<sup>th</sup>. If the weather cooperates the road should be open to all traffic the week of August 22<sup>nd</sup>.

**Well No. 6 Raw Water Pipeline – Project 16-06** – The contractor has completed all of the underground work and is working on punch list items.

REGULAR COUNCIL MEETING

August 15, 2016

r:\monthly\2016\August 2016 Monthly Report



**TO: MAYOR AND COUNCILMEMBERS**

**FROM: TERRY SCHWERM**  
**CITY MANAGER**

**DATE: AUGUST 10, 2016**

**SUBJECT: PARKS AND RECREATION MONTHLY REPORT**

### **DEPARTMENT ACTIVITY**

Most of the Park and Recreation Department's summer programs will be ending in the next few weeks. The Farmer's Market and Concert Series have experienced a few weather issues this year. The Farmers' Market has had to close early a few times due to rain. After beginning the year with the strongest attendance in its 10 year history during the first several concerts, the attendance has been much lower during the past few concerts due to threats of rain or extremely hot and humid weather. The final concert will be held next week and feature the band Stimulus Package. Friday Night Flix begins on August 12<sup>th</sup> and will feature movies on three consecutive Friday evenings.

Pool shutdown will begin on Tuesday, September 6<sup>th</sup> and run through Friday, September 23<sup>rd</sup>. Some of the projects that are planned during the three week shutdown include replacing the overhead pool lights with LED fixtures, tile repairs on the main pool and whirlpool, painting of pool railings and locker room walls, waterslide stair, and replacement of the UltraViolet filtration system for the pool. In addition, the water heater and large water tank in the mechanical room will be replaced during the shutdown period which will result in the loss of hot water in the restrooms for a few days. If everything is completed early, the pool will be opened earlier.

BWBR Architects has now met with the City Council, Park and Recreation Commission, representatives from several community groups, and Park and Recreation staff on the Community Center expansion project. They will now further develop the program for the planned expansion project and provide the City with various program options and estimated pricing. It is anticipated that it will take about 4-6 weeks for the architect to develop the alternatives for the project. City staff is also continuing to work with StanTech on the Shoreview Commons Master Plan project. We now anticipate that a revised master plan concept will be developed sometime this fall.

### **COMMUNITY CENTER**

The Community Center always has a lot of activity during July. This year was similar to past summers with the facility providing space for full day child care, corporate rentals, recreation program activities, special events, and receptions. Recent marketing efforts focused on daily

admissions which might have attributed for the slight increase in the number of daily visitors. A promotional BOGO, buy one and get one, was featured in the Shoreview Bulletin during the Slice of Shoreview event and a ½ page direct mail ad featuring the Tropics Water Park and Tropical Adventure Indoor Playground was sent to homes in the Twin Cities Clipper.

Rentals in the banquet rooms have increased significantly this year. There were 8 receptions and 7 larger parties hosted in the banquet rooms on weekends in July and 9 corporate rentals in the Shoreview Room including Allina Health, Metro ECSU, and MNDOT. The meeting rooms stayed busy during the evenings with various association meetings. A new contractual program booked one of the meeting rooms on several dates this fall for some acting classes.

The birthday party web page was updated to provide a better explanation of different party packages. Customers have commented when calling the rental line that this page is much more customer friendly. There has been an increase in Tropical Adventure Indoor Playground birthday party packages being booked.

Staff is planning some more Red Cross Community CPR/AED and Red Cross First Aid Training classes. Staff provides these classes to City staff and has seen increasing community interest due to many different companies requiring this kind of training. These courses provide certification in infant, child, and adult CPR including AED use. All courses include a keychain CPR mask and ready reference materials.

There was a slight increase in membership sales this month. There were nearly 650 memberships using monthly billing. This number is fairly consistent with most months. There were 15 memberships cancelled this past month. Most customers are very complimentary of the facility and their experience. Most are cancelations are due to people moving out of the area or not using the community center enough to justify the expense.

Typically the fitness center is not as busy during the month of July. The treadmills remain the most popular piece of cardio equipment. The treadmills at the end of the rows log the most hours. Next month the treadmills will be relocated to more evenly disperse the usage of the equipment. Staff will be replacing the AMT cross trainer with a Cybex ARC Trainer. The Cybex ARC Trainer was a demonstration piece of this equipment that was well received by our members.

The Group Fitness classes were well attended with nearly 1000 registered participants. The children's fitness classes continue to grow in popularity. There was an average of 12 children participating in these classes. Some of the newer classes that are being offered are children's yoga and multi-generational yoga. A new class called family yoga will be introduced in the fall.

## **RECREATION PROGRAMS**

One of our regular summer events "Wet & Wild" was extremely popular this month. The event took place on July 22, a very hot and humid afternoon. This was the first time that staff displayed the event on Facebook. There were more than 1500 Facebook guests that indicated

that they would be attending the event that day and another 6000 who indicated interest in the event. More than 600 people attended that day, which is almost double the usual amount.

The annual Adventure Quest Carnival was held on July 15<sup>th</sup> in the gymnasium. The registration format was similar to last year with participants purchasing a \$3.00 pass which allows unlimited carnival games. Over 300 children enjoyed a myriad of games including the popular Fish Pond, Race Track, Bean Bag Toss, and Face Painting.

The Puppet Wagon concluded its season on Monday evening August 1<sup>st</sup>. A craft activity and popcorn were provided to over 50 participants at the final performance. A total of 11 performances were hosted during the summer at various parks within the city. Each week, the puppeteers performed either a 30 minute show or two 15 minute shows. There were more than 500 people who enjoyed the puppet shows this summer.

Due to severe weather conditions this season, the Farmers Market has had to close early on 2 separate occasions. There are over 40 vendors at the market this year. There has been a nice selection of new vendors including frosted nuts, honey, salsa, gluten free mixes, and more. The frequent shopper card is on its second season and is once again popular with customers. The Farmers Market won "the best place to buy fresh produce" in the Lilli News. A web based advertisement was placed on their website showcasing the market.

Summer programs are now concluding and staff is preparing for the start of fall activities. Fall registration began August 9<sup>th</sup>. The Fall Soccer League is one of the more popular youth sports leagues that is run by the City. Youth in grades K-6 learn the fundamentals of soccer through practices and games against opposing cities. At the moment, Shoreview has 277 participants and 33 volunteer coaches. The League is run in collaboration with recreation departments in Roseville, Fridley, Arden Hills, Mounds View and New Brighton.

An Adaptive Kickball League was organized seven years ago and only able to field two teams. This program has continued to gain interest every year and this summer was comprised of 5 teams in the league. Teams consist of a mixture of parents and participants with special needs. Teams play games against each other on Monday nights at Island Lake School.

## **PARKS MAINTENANCE**

It was another busy month for the park maintenance crew. The summer league play for baseball, lacrosse, soccer and softball are complete. Fall leagues for some of the associations will begin in the next few weeks. In the past month there were two state tournaments and one national 16 U tournament at Rice Creek Fields. There were 103 games played at the national tournament featuring more than 50 teams starting on Thursday, July 28<sup>th</sup> and finishing on Sunday, July 31<sup>st</sup>.

The crew continues to mow all turf areas at least once a week and athletic fields are mowed twice a week. There was some storm damage in the past month. On two occasions the crew

spent at least a day picking up downed tree branches. The DOC crew completed another swing through the Community Center and Highway 96 pulling weeds. All the plant beds in the parks have been weeded and mulched. The irrigation was repaired at Commons, Rice Creek Fields and Highway 96. The crew repaired all the turf damage at Island Lake Park from the Slice of Shoreview.

The crew had been dragging and lining up to fourteen baseball fields each day. Now that most of the seasons are complete, they are working on repairing pitchers mounds and batters boxes. Once we find out which fields will have fall league games we'll do more intensive repairs. The crew had to replace two basketball backboards this past month. New acrylic backboards were installed at Sitzer and Wilson Parks. The crew also replaced the practice boards at Common Park tennis courts. A contractor repaired gates at Commons, Theisen and Wilson Parks. The crew continued to mow and paint lines on two full sized soccer fields, 10 modified sized soccer fields and one lacrosse field on a weekly basis. The crew ran two Wet-n-Wild events the past month. One was at Commons Park and the other at the Slice of Shoreview.

The crew has completed another round of Park & Playground inspections. All the minor repairs are complete at this time. There is a slide section that needs to be replaced at Commons Park. Building lights were repaired at the pavilion at Commons and McCullough Park.

The crew continues to pick up trash on a daily basis at the Community Center, the Library and the Parks. The restrooms at Rice Creek Fields have been cleaned on a daily basis. The restrooms at the pavilion are cleaned twice a day and on weekends when there are rentals. The crew also continues to set up and take down the farmers market each week.

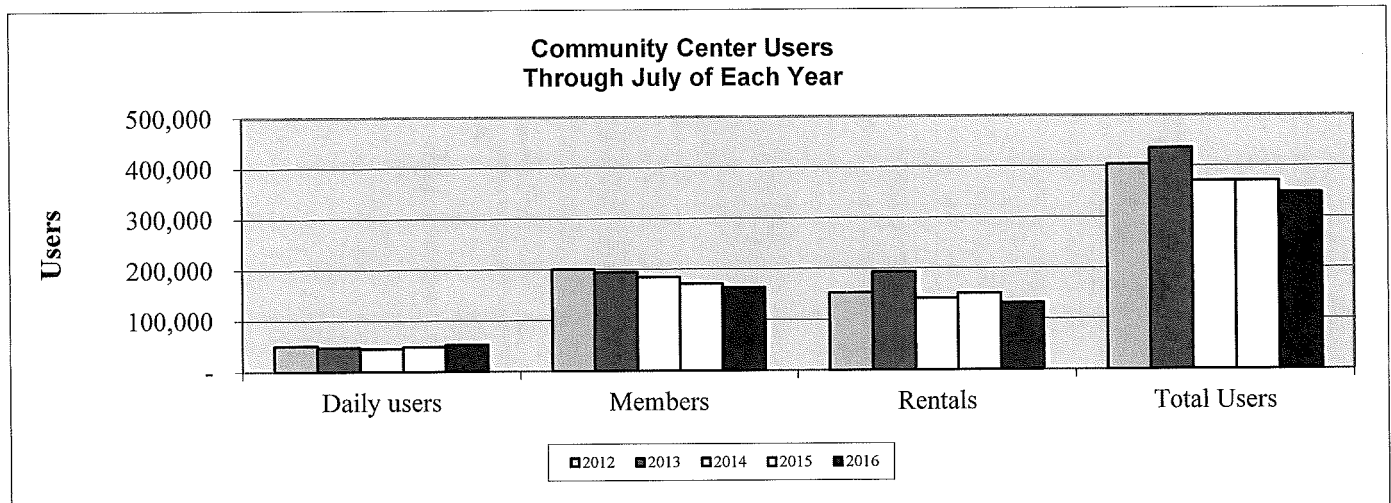
### **COMMUNITY CENTER MAINTENANCE**

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The building maintenance crew has been working to keep the building on its cleaning schedule. The crew was able to clean carpet in the Shoreview room, the Community room, rooms 202 and 203, and all the upper level hallways this past month. They also installed some solar powered air fresheners in the restrooms and locker rooms. The batteries are charged from the building lights.

**Community Center Activity Year-to-date  
Through July Each Year**

	2012	2013	2014	2015	2016
<b>Number of Users:</b>					
Daily users	50,754	47,547	45,235	48,820	52,505
Members	200,303	194,705	184,730	171,138	163,756
Rentals	152,359	193,406	140,854	150,575	131,604
Total Users	403,416	435,658	370,819	370,533	347,865
<b>Revenue:</b>					
Admissions	\$ 373,662	\$ 399,345	\$ 403,456	\$ 423,825	\$ 439,701
Memberships-annual	517,029	526,825	540,940	500,271	513,563
Memberships-seasonal	62,346	59,066	65,143	60,572	58,846
Room rentals	149,608	182,294	182,479	198,066	218,052
Wave Café	118,455	136,118	140,830	139,190	135,078
Commissions	7,405	5,460	5,681	3,994	3,100
Locker/vending/video	13,116	13,507	12,315	10,921	12,578
Merchandise	9,485	10,055	8,210	8,866	9,298
Other miscellaneous	233	(80)	202	1,792	164
Building charge	100,000	101,687	100,000	103,000	89,000
Transfers in	175,000	182,000	197,750	213,500	224,000
Total Revenue	1,526,339	1,616,277	1,657,006	1,663,997	1,703,379
<b>Expenditures:</b>					
Personal services	789,174	820,731	808,403	837,149	877,765
Supplies	254,933	281,661	278,007	284,018	275,286
Contractual	320,329	332,498	285,045	325,051	322,719
Other	5,727	-	-	-	-
Total Expenditures	1,370,163	1,434,890	1,371,455	1,446,218	1,475,771
Rev less Exp Year-to-date	\$ 156,176	\$ 181,387	\$ 285,551	\$ 217,779	\$ 227,608



## For the Year 2016

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**Community Center Monthly Activity**  
**For the Year 2015**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Number of Users:</b>													
Daily users	8,140	7,693	6,827	5,768	6,952	6,477	6,963	8,188	3,831	3,832	6,026	7,216	77,913
Members	29,987	26,451	25,972	23,249	21,047	21,655	22,777	21,973	18,619	20,808	22,427	24,061	279,026
Rentals	9,409	10,595	10,055	9,993	12,980	43,404	54,139	44,304	14,652	29,619	13,598	10,822	263,570
Total Users	47,536	44,739	42,854	39,010	40,979	71,536	83,879	74,465	37,102	54,259	42,051	42,099	620,509
<b>Revenue:</b>													
Admissions	\$ 64,470	\$ 61,080	\$ 73,343	\$ 45,755	\$ 44,604	\$ 49,396	\$ 51,073	\$ 54,765	\$ 27,777	\$ 28,756	\$ 36,021	\$ 49,671	\$ 586,711
Indoor playground	7,111	6,914	6,776	4,086	3,336	2,950	2,931	4,353	2,614	3,359	5,447	6,324	56,201
Memberships	131,331	85,661	83,739	64,783	60,711	71,901	62,697	72,933	71,878	79,230	102,156	166,873	1,053,913
Room rentals	32,082	29,658	30,567	25,627	27,718	27,973	24,441	26,934	21,102	28,085	24,966	25,922	325,075
Wave Café	21,724	21,683	27,356	17,451	16,751	17,198	17,027	19,678	13,612	13,833	15,106	15,489	216,908
Commissions	784	-	-	-	470	655	2,085	1,711	3,625	3,049	1,661	316	14,356
Locker/vending/video	1,100	1,398	2,243	1,506	1,449	1,442	1,783	2,040	1,283	1,806	1,350	3,669	21,069
Merchandise	1,085	772	1,226	1,292	1,403	1,479	1,609	1,643	644	686	679	917	13,435
Other miscellaneous	(29)	(80)	52	1,664	27	127	31	34	36	32	1,335	11,104	14,333
Building charge	-	-	-	-	-	103,000	-	-	-	-	-	-	103,000
Interest	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers in	30,500	30,500	30,500	30,500	30,500	30,500	30,500	30,500	30,500	30,500	30,500	30,500	366,000
Total Revenue	290,158	237,586	255,822	192,664	186,969	306,621	194,177	214,591	173,071	189,336	219,221	310,785	2,771,001
<b>Expenditures:</b>													
Personal services	84,628	125,924	121,283	119,613	161,920	100,242	123,539	128,780	122,694	177,024	118,533	172,187	1,556,367
Supplies	5,189	55,673	61,501	46,924	34,621	46,299	33,811	35,548	47,596	32,373	30,528	59,768	489,831
Contractual	12,824	34,010	67,035	54,136	52,133	43,451	61,462	45,769	62,946	106,691	40,890	70,383	651,730
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	102,641	215,607	249,819	220,673	248,674	189,992	218,812	210,097	233,236	316,088	189,951	302,338	2,697,928
Rev less Exp (monthly)	\$ 187,517	\$ 21,979	\$ 6,003	\$ (28,009)	\$ (61,705)	\$ 116,629	\$ (24,635)	\$ 4,494	\$ (60,165)	\$ (126,752)	\$ 29,270	\$ 8,447	\$ 73,073
Rev less Exp (ytd)	\$ 187,517	\$ 209,496	\$ 215,499	\$ 187,490	\$ 125,785	\$ 242,414	\$ 217,779	\$ 222,273	\$ 162,108	\$ 35,356	\$ 64,626	\$ 73,073	

**Community Center Monthly Activity  
For the Year 2014**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Number of Users:</b>													
Daily users	8,204	6,661	10,413	5,480	4,230	5,389	4,858	5,232	2,251	4,010	6,320	6,651	69,699
Members	31,509	27,103	29,692	26,463	22,454	23,645	23,864	22,155	18,845	21,735	24,257	26,013	297,735
Rentals	9,996	7,882	9,500	11,995	17,617	43,616	40,248	42,655	9,917	11,853	10,983	9,476	225,738
Total Users	49,709	41,646	49,605	43,938	44,301	72,650	68,970	70,042	31,013	37,598	41,560	42,140	593,172
<b>Revenue:</b>													
Admissions	\$ 58,989	\$ 49,221	\$ 88,178	\$ 40,092	\$ 31,934	\$ 51,666	\$ 47,411	\$ 44,773	\$ 15,288	\$ 25,596	\$ 41,447	\$ 46,543	\$ 541,138
Indoor playground	8,013	5,807	8,607	5,131	2,057	3,568	2,782	3,251	2,042	3,054	6,160	5,177	55,649
Memberships	139,300	83,683	101,639	73,674	68,059	71,484	68,244	73,477	74,023	88,292	108,899	168,388	1,119,162
Room rentals	26,034	20,287	32,717	29,119	27,176	25,290	21,856	19,529	28,629	27,221	20,320	29,456	307,634
Wave Café	24,419	21,030	30,955	18,308	13,815	17,321	14,982	15,534	11,784	14,877	15,617	18,391	217,033
Commissions	-	73	53	1,579	1,193	1,050	1,733	802	3,417	2,394	1,065	243	13,602
Locker/vending/video	3	2,795	2,811	1,444	1,785	1,873	1,604	1,348	1,099	1,641	1,796	3,843	22,042
Merchandise	982	1,069	1,108	1,110	937	1,536	1,468	1,094	396	656	622	713	11,691
Other miscellaneous	(42)	(95)	(43)	29	1	296	56	42	18	21	366	12,697	13,346
Building charge	-	-	-	-	-	100,000	-	-	-	-	-	13,615	113,615
Interest	-	-	-	-	-	-	-	-	-	-	-	65,924	65,924
Transfers in	28,250	28,250	28,250	28,250	28,250	28,250	28,250	28,250	28,250	28,250	28,250	28,250	339,000
Total Revenue	285,948	212,120	294,275	198,736	175,207	302,334	188,386	188,100	164,946	192,002	224,542	393,240	2,819,836
<b>Expenditures:</b>													
Personal services	80,502	113,805	109,267	111,237	164,246	116,446	112,900	123,504	111,300	158,776	113,176	160,824	1,475,983
Supplies	15,848	52,201	51,609	58,274	24,061	37,144	38,870	61,592	26,314	56,206	29,329	76,904	528,352
Contractual	8,229	39,893	48,847	45,114	28,652	81,027	33,283	79,182	73,306	76,445	49,392	107,123	670,493
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	104,579	205,899	209,723	214,625	216,959	234,617	185,053	264,278	210,920	291,427	191,897	344,851	2,674,828
Rev less Exp (monthly)	\$ 181,369	\$ 6,221	\$ 84,552	\$ (15,889)	\$ (41,752)	\$ 67,717	\$ 3,333	\$ (76,178)	\$ (45,974)	\$ (99,425)	\$ 32,645	\$ 48,389	\$ 145,008
Rev less Exp (ytd)	\$ 181,369	\$ 187,590	\$ 272,142	\$ 256,253	\$ 214,501	\$ 282,218	\$ 285,551	\$ 209,373	\$ 163,399	\$ 63,974	\$ 96,619	\$ 145,008	

## MOTION SHEET

MOVED BY COUNCILMEMBER \_\_\_\_\_

SECONDED BY COUNCILMEMBER \_\_\_\_\_

To approve the following payment of bills as presented by the finance department.

Date	Description	
08/12/16	Accounts payable	\$179,436.22
08/11/16	Accounts payable	\$544,370.57
08/10/16	Accounts payable	\$1,542.93
08/03/16	Accounts payable	\$80,591.54
07/29/16	Accounts payable	\$97,788.69
	<b>Sub-total Accounts Payable</b>	<b>\$ 903,729.95</b>
08/05/16	Payroll (including direct deposits)	
	<b>Sub-total Payroll</b>	<b>\$ 220,187.99</b>
	<b>Total</b>	<b>\$ 1,123,917.94</b>

ROLL CALL:	AYES	NAYS
Johnson		
Quigley		
Wickstrom		
Springhorn		
Martin		

## COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
NEWMAN SIGNS	SIGN BLANKS - SQUARE STOCK	101	42200	2180		003	-\$99.30	-\$99.30
ACE SOLID WASTE	SOLID WASTE COLLECTION	701	46500	3640		001	\$365.91	\$365.91
AID ELECTRIC CORPORATION	LIGHTS WELL 5	601	45050	3190		003	\$285.50	\$285.50
AID ELECTRIC CORPORATION	HOOK UP GENERATOR AT WELL 6	601	45050	5800			\$6,450.00	\$6,450.00
AUTO NATION FORD WHITE BEAR LA	202 HEATER CORE/EVAPORATOR/AC	701	46500	3190		001	\$975.00	\$1,296.10
		701	46500	2220		001	\$321.10	
BARTON SAND & GRAVEL COMPANY	RUBBLE DISPOSAL	701	46500	3640		001	\$330.00	
BAUER BUILT TIRE AND BATTERY I	MOWER TIRES	701	46500	2220		002	\$18.92	\$18.92
BEISSWENGERS HARDWARE	GREEN MARKING PAINT FOR BALLFIELDS	101	43710	2260			\$9.78	\$9.78
BEISSWENGERS HARDWARE	PIPING FOR GAS WELL 6	601	45050	2280		005	\$21.33	\$21.33
BEISSWENGERS HARDWARE	PIPING WELL 6	601	45050	2280		005	\$2.50	\$2.50
BEISSWENGERS HARDWARE	DRINKING FOUNTAIN REPAIR SUPPLIES	101	43710	2240			\$29.98	\$29.98
BOYER TRUCK PARTS INC.	DIAGNOSTIC AND AIR FILTER 205 TRANS	701	46500	3190		001	\$253.00	\$407.58
		701	46500	2220		001	\$154.58	
BRAKE & EQUIPMENT WAREHOUSE	SHOCKS FOR 501	701	46500	2220		001	\$78.30	
BROCK WHITE CO LLC	MIX FOR SPOT CURB REPAIR	101	42200	2180		001	\$101.56	\$101.56
CHESS	SAFETY CONSULTANT	101	40210	3190		007	\$800.00	\$800.00
COMMERCIAL ASPHALT CO	TRAIL ASPHALT	101	42200	2180		002	\$533.53	\$533.53
CONTINENTAL RESEARCH CORPORATI	MIGHTY FOAM AND WASP SPRAY	602	45550	2280		001	\$679.18	\$679.18
DIAMOND VOGEL PAINT	GLASS BEADS FOR CROSSWALK PAINT	101	42200	2180		004	\$29.50	\$29.50
DIAMOND VOGEL PAINT	CROSSWALK PAINT	101	42200	2180		004	\$617.60	\$617.60
E.H.RENNER, INC	WELL INSPECTIONS	601	45050	3190		003	\$600.00	\$600.00
E.H.RENNER, INC	BALANCE WELL 5	601	45050	3190		003	\$550.00	\$550.00
EULL'S MANUFACTURING CO INC	CATCH BASIN SUPPLIES	603	45850	2180		003	\$1,116.20	\$1,116.20
EXTREME ASPHALT INC.,	ASPHALT PATCH AFTER EMERGENCY WM REPAIR	601	45050	3190		004	\$9,451.20	\$9,451.20
GOPHER STATE ONE-CALL	GOPHER ONE LOCATE CHARGE	601	45050	3190		001	\$162.00	\$648.00
		602	45550	3190		001	\$162.00	
		603	45850	3190		001	\$162.00	
		604	42600	3190			\$162.00	
GRAINGER, INC.	GAS CANS FOR PARKS DEPT	101	43710	2400			\$164.88	\$164.88
GRAINGER, INC.	REPAIR SUPPLIES CC	220	43800	2240		001	\$102.12	
GRAINGER, INC.	SHOP TOOLS CC	220	43800	2400			\$34.65	\$34.65
GRAINGER, INC.	REPAIR SUPPLIES CC	220	43800	2240		001	\$378.97	\$378.97
GRAINGER, INC.	DUST PAN FOR PAVILION	101	43710	2400			\$27.55	\$27.55
GRAINGER, INC.	FLOOD LIGHTS FOR PAVILION ARCH WALL	101	43710	2240			\$252.12	\$252.12
GRAINGER, INC.	MARKING PAINT FOR ATHLETIC FIELDS	101	43710	2260			\$70.08	\$70.08
GRAINGER, INC.	BELT FOR BOOSTER	601	45050	2280		005	\$2.39	\$2.39
GREENHAVEN PRINTING	JULY/AUGUST SHOREVIEWS	101	40400	3220		002	\$3,901.42	\$22,548.42
		101	40400	3390		001	\$18,647.00	
HAWKINS, INC.	FLUORIDE BOOSTER	601	45050	2160		001	\$4,896.13	\$4,896.13
INNOVATIVE OFFICE SOLUTIONS LL	ELECTION LABEL SUPPLIES	101	40300	2180			\$87.72	\$87.72
L T G POWER EQUIPMENT	BLADES FOR CURBING EDGER	701	46500	2220		002	\$14.85	\$14.85
L'ALLIER CONCRETE, INC	CURB REPAIR SEAL COAT AND VALVE REPAIR	601	45050	3190		004	\$1,250.00	\$5,400.00
		603	45850	3190		002	\$4,150.00	
LARSON COMPANIES	EQUIPMENT FUEL FILTERS	701	46500	2220		002	\$67.26	\$67.26
LARSON COMPANIES	DUMP TRUCK OIL FILTERS	701	46500	2220		001	\$60.48	\$60.48
MENARDS CASHWAY LUMBER **FRIDL	TARP AND STRAPS FOR SLICE	101	43710	2240			\$77.05	\$77.05
MINNESOTA DEPARTMENT OF CORREC	6 MONTHS OF DOC WORK CREW SERVICES	101	43450	3190			\$4,125.55	\$41,255.50
		101	43710	3190			\$8,251.09	
		101	43900	3190			\$4,125.55	
		601	45050	3190			\$10,313.88	

## COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
		603	45850	3190			\$10,313.88	
		701	46500	3196			\$4,125.55	
MINNESOTA DEPARTMENT OF HEALTH	WELL PERMIT - WOODBRIDGE OBSERVATION	603	45850	4890			\$200.00	\$200.00
MINNESOTA EQUIPMENT	Z930M TECH MANUAL	701	46500	2220		002	\$215.00	
MIRACLE RECREATION EQUIPMENT C	PLAYGROUND PARTS FOR RICE CREEK FIELDS	101	43710	2240			\$11.85	\$11.85
MULTICARE ASSOCIATES TWIN CITI	PRE EMPLOYMENT TEST	101	40210	3190		006	\$131.00	\$131.00
NAPA AUTO PARTS	FILTER FOR CRACK FILLER	701	46500	2220		002	\$23.99	\$23.99
NAPA AUTO PARTS	EQUIPMENT OIL	701	46500	2130		001	\$26.28	\$26.28
NAPA AUTO PARTS	FREON FOR 208	701	46500	2220		001	\$23.99	\$23.99
NAPA AUTO PARTS	OIL DRY	701	46500	2400		006	\$33.16	\$33.16
NAPA AUTO PARTS	SHOP SUPPLIES	701	46500	2400		006	\$16.57	\$16.57
NORTHERN TOOL/BLUE TARP FINANC	EDGER BLADES	701	46500	2220		002	\$42.51	\$42.51
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	40550	2010		001	\$10.00	
		101	40200	2010		002	\$177.15	\$187.15
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	40200	2010		002	\$85.82	
ON SITE SANITATION INC	CLEANED TIPPED TOILET AT SHAMROCK PARK	101	43710	3950			\$20.00	\$20.00
ON SITE SANITATION INC	EXTRA CLEANING FOR TOILET AT THEISEN	101	43710	3950			\$20.00	\$20.00
ON SITE SANITATION INC	CLEAN TIPPED TOILET MCCULLOUGH PARK	101	43710	3950			\$20.00	\$20.00
PEERLESS WIPING CLOTH COMPANY	RAGS OR SHOP 5 CASES	701	46500	2400		006	\$111.25	\$111.25
PIONEER MANUFACTURING CO	FIELD MARKING PAINT	101	43710	2260			\$1,743.75	\$1,743.75
PLAISTED COMPANIES, INCORPORAT	SAND & ROCK FOR UTILITY REPAIRS	601	45050	2280		002	\$1,968.51	\$1,968.51
PLUMBMASER, INC	REPAIR SUPPLIES CC	220	43800	2240		001	\$26.05	\$26.05
PLUMBMASER, INC	REPAIR SUPPLIES CC	220	43800	2240		001	\$125.16	\$125.16
RAMSEY COUNTY	911 DISPATCH CAD SERVICES	101	41100	3190		002	\$1,835.89	\$1,835.89
RAMSEY COUNTY	911 DISPATCH SERVICE	101	41100	3190		002	\$8,444.78	\$8,444.78
RAMSEY COUNTY PROPERTY RECORDS	EMERGENCY COMMUNICATION RADIO USER FEE	701	46500	4330			\$177.84	\$177.84
REHBEIN'S BLACK DIRT	BLACK DIRT FOR GRADING OF RICHMOND TRAIL	101	43450	2250		001	\$84.00	\$84.00
ST PAUL PIONEER PRESS	MTCE & WATER EX AD	101	40210	3360		001	\$851.00	\$1,626.00
		101	40210	3360		002	\$775.00	
ST. PAUL, CITY OF	RIVERPRINT:ORDER 9894/BUSINESS CARDS	101	44100	2010			\$148.00	\$148.00
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110			\$1,159.09	\$1,159.09
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110			\$1,213.98	\$1,213.98
SUPPLYWORKS	REPAIRS TO VACUUM #3	220	43800	3890			\$88.00	\$88.00
SUPPLYWORKS	CLEANING GLOVES	101	43710	2240			\$34.19	\$34.19
SUPPLYWORKS	SCRUBBER REPAIR PARTS	220	43800	2240		001	\$272.16	\$272.16
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110			\$69.68	\$69.68
SUPPLYWORKS	BATHROOM SUPPLIES	101	43710	2240			\$366.16	\$366.16
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110			\$1,486.27	\$1,486.27
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110			\$550.22	\$550.22
SUPPLYWORKS	TOILET PAPER FOR PAVILION	101	43710	2240			\$82.92	\$82.92
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110			\$1,389.67	\$1,389.67
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110			\$493.94	\$493.94
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110			\$247.95	\$247.95
SUPPLYWORKS	REPAIRS TO VACUUM #2	220	43800	3890			\$58.00	\$58.00
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110			\$378.34	\$378.34
TRI STATE BOBCAT, INC.	NUT FOR TOOLCAT MOWER	701	46500	2220		002	\$19.20	\$19.20
TRI STATE BOBCAT, INC.	BOBCAT MOWER AND BILL CREDIT	701	46500	2400		006	\$3,218.83	\$3,218.83
UNIFIRST CORPORATION	UNIFORM RENTAL FOR PARK MAINT	101	43710	3970			\$70.84	\$70.84
UNIFIRST CORPORATION	UNIFORM RENTAL FOR COMM CNTR MAINT	220	43800	3970			\$120.67	\$120.67
UNIFIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001	\$42.67	\$170.68
		601	45050	3970		001	\$42.67	

## COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
		602	45550	3970		001		\$42.67	
		603	45850	3970		001		\$21.34	
		701	46500	3970		001		\$21.33	
UNIFIRST CORPORATION	UNIFORM RENTAL CC	220	43800	3970				\$165.80	\$165.80
UNIFIRST CORPORATION	UNIFORM RENTAL PARKS	101	43710	3970				\$70.86	\$70.86
UNIFIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001		\$42.67	\$170.68
		601	45050	3970		001		\$42.67	
		602	45550	3970		001		\$42.67	
		603	45850	3970		001		\$21.33	
		701	46500	3970		001		\$21.34	
UNLIMITED SUPPLIES INC	NUTS/WASHERS FOR SHOP	701	46500	2220		003		\$157.59	
VAN PAPER COMPANY	JUMBO TOILET TISSUE	101	43710	2240				\$57.52	
VAN PAPER COMPANY	TRASH BAGS FOR PARKS	101	43710	2240				\$231.42	\$231.42
VEIT & COMPANIES	EMERGENCY REPAIR OF STORM SEWER PIPE	603	45850	3190		003		\$37,975.00	\$37,975.00
WATER TOWER CLEAN & COAT INC	DIVE CLEAN INSP. NORTH AND SOUTH TOWER	601	45050	3190		003		\$6,400.00	\$6,400.00
WAUSAU TILE INC	REPLACEMENT TRASH CAN LIDS FOR RCF	101	43710	2240				\$460.00	\$460.00
WEBBER RECREATIONAL DESIGN, IN	BASKETBALL BACKBOARD FOR WILSON PARK	101	43710	2240				\$691.00	\$691.00
YALE MECHANICAL INC	RADIANT HEAT PANEL INSTALL IN VAULT	220	43800	3810		001		\$708.22	\$708.22
YALE MECHANICAL INC	RPZ TESTING POOL	220	43800	3810		007		\$259.75	\$259.75
YALE MECHANICAL INC	REPAIRS TO FIRE DAMPERS CC	220	43800	3810		003		\$2,886.75	\$2,886.75
YALE MECHANICAL INC	REPAIRS TO RTU#2	220	43800	3810		003		\$598.75	\$598.75
Total of all invoices:									\$179,436.22



## COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
RUDE, GULYA	RSV# 1319733 REFUND REFUND	220	22040				\$25.00	\$25.00
SAM'S CLUB DIRECT	COFFEE SUPPLIES, SIGN SUPPLIES	101	42200	2180		003	\$13.14	\$32.39
		701	46500	2183		003	\$19.25	
SAM'S CLUB DIRECT	SUMMER DISCOVERY SNACK	225	43535	2170		004	\$1,068.30	\$1,068.30
SAM'S CLUB DIRECT	WAVE CAFE FOOD FOR RESALE	220	43800	2591		001	\$31.52	\$59.33
		220	43800	2590		001	\$27.81	
SCHOLASTIC	PRESCHOOL SCHOLASTIC MAGAZINES	225	43555	2170			\$359.61	\$359.61
SHORT ELLIOTT HENDRICKSON, INC	SHORE ANTENNA PROJECTS	601	22015				\$651.88	\$651.88
SIDDIQUI, SEEMA	RSV# 1319727 REFUND REFUND	220	22040				\$500.00	\$500.00
SIEVERT, MAVIS	TAYLOR FALLS SCENIC BOAT TOUR	220	22040				\$60.00	\$60.00
ST. PAUL, CITY OF	JENNIFER COLBECK BUSINESS CARDS	220	43800	2201			\$43.00	
ST. PAUL, CITY OF	AMY F. & VALERIE D. BUSINESS CARDS	220	43800	2201			\$78.00	\$78.00
SWANK MOTION PICTURES, INC.	FRIDAY NIGHT FLIX MOVIE LICENSE 8/26	225	43590	3173		001	\$453.00	\$453.00
TASC	VEBA ADMINISTRATION FEE: JULY 2016	101	20416				\$369.60	
TEPLER, EMILY	SD WEEKLY TUITION	220	22040				\$174.00	\$174.00
TITANIUM ALLIES FTC TEAM 10272	REFUND OF SLICE BOOTH FOR VOLUNTEERING	270	34900		306		\$125.00	\$125.00
TOKLE INSPECTIONS INC	INSPECTION SERVICES	101	44300	3090			\$3,432.00	\$3,432.00
TREASURY, DEPARTMENT OF	FEDERAL WITHHOLDING TAX:08-05-16	101	21710				\$31,543.16	\$79,474.38
		101	21730				\$38,846.32	
		101	21735				\$9,084.90	
UNITED WAY - GREATER TWIN CITI	EMPLOYEE CONTRIBUTIONS:08-05-16	101	20420				\$38.00	
UPPER CUT TREE SERVICES INC	WO 16-34 BLVD DED ELM	101	43900	3190		002	\$180.00	\$180.00
VANCO SERVICES	JULY FITNESS INCENTIVE PROCESSING FEE	220	43800	3190		003	\$112.50	\$112.50
WACHTER, LORI	RSV# 1319704 REFUND REFUND	220	22040				\$50.00	\$50.00
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$1,041.76	\$1,041.76
WOLDEMARIAM, YEMSRACH	RSV# 1312788 REFUND REFUND	220	22040				\$25.00	\$25.00
WOLDEMICHAEL, HAIMANOT	RSV# 1312787 REFUND REFUND	220	22040				\$500.00	\$500.00
WSB & ASSOCIATES, INC.	BUCHER LIFT STATION DESIGN CP 15-13	432	47000	5910			\$12,494.00	\$12,494.00
XCEL ENERGY	TRAFFIC SIGNAL SHARED W/NORTH OAKS:ELECT	101	42200	3610			\$46.19	\$46.19
XCEL ENERGY	MAINTENANCE CENTER: ELECTRIC/GAS	701	46500	3610			\$2,253.45	\$2,331.69
		701	46500	2140			\$78.24	
YANG, PAUL	RSV# 1319725 REFUND REFUND	220	22040				\$525.00	\$525.00
YANG, SHOUA	RSV# 1317072 REFUND REFUND	220	22040				\$132.12	\$132.12
YAO SUN	REIMBURSEMENT FOR SPRINKLER DAMAGE	450	47000	5950			\$143.32	\$143.32

Total of all invoices: \$544,370.57

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## COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
MCINTOSH, JESSICA	RSV# 1319729 REFUND REFUND	220	22040				\$25.00	\$25.00
METROPOLITAN COUNCIL	SEWER SERVICE-SEPTEMBER 2016	602	45550	3670			\$149,121.81	\$149,121.81
METROPOLITAN COURIER CORPORATI	ARMORED CAR SERVICES: JULY 2016	101	40500	4890			\$87.75	\$351.00
		220	43800	4890			\$87.75	
		601	45050	4890			\$87.75	
		602	45550	4890			\$87.75	
MILLS HOUNSHELL, SHELLEY	PASS SREGF TYPE: SEASONAL MEMBERSHIPS P	220	22040				\$298.29	\$298.29
MINNESOTA CHILD SUPPORT PAYMEN	PAYDATE:08-05-16	101	20435				\$381.50	\$381.50
MINNESOTA DEPARTMENT OF REV -	ON ROAD DIESEL FUEL TAX: JULY 2016	701	46500	2120			\$292.70	\$292.70
MINNESOTA DEPARTMENT OF REVENU	SALES USE TAX: JULY 2016	220	21810				\$11,910.00	\$14,639.00
		701	46500	2120		003	\$72.00	
		601	21810				\$2,648.00	
		225	43590	2175		002	-\$3.19	
		701	46500	2220		002	-\$8.30	
		220	43800	3610			\$16.01	
		220	43800	2140			\$.25	
		101	40200	4890		001	\$5.16	
		240	44400	2180		001	-\$ .93	
MINNESOTA ENVIRONMENTAL FUND	EMPLOYEE DEDUCTIONS: 08-05-16	101	20420				\$36.00	
MINNESOTA METRO NORTH TOURISM	JUNE 2016 HOTEL/MOTEL TAX	101	22079				\$25,959.35	\$24,661.38
		101	38420				-\$1,297.97	
MINTERWEISMAN CO DBA CORE-MARK	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$455.03	
MNAWWA	ANNUAL CONFERENCE KEVIN, DAN, TOM W	601	45050	4500			\$735.00	\$735.00
MOUNDS VIEW PUBLIC SCHOOLS	FIELD RENTAL: ISLAND LAKE BASEBALL	225	43510	3190		015	\$540.00	\$540.00
MOUNDS VIEW PUBLIC SCHOOLS	FIELD RENTAL: VALENTINE HILLS BASEBALL	225	43510	3190		015	\$88.00	\$88.00
MOUNDS VIEW PUBLIC SCHOOLS	FIELD RENTAL: TURTLE LAKE BASEBALL	225	43510	3190		015	\$540.00	\$540.00
MOUNDS VIEW PUBLIC SCHOOLS	FIELD RENTAL: SNAIL LAKE BASEBALL	225	43510	3190		015	\$1,080.00	\$1,080.00
MOUNDS VIEW PUBLIC SCHOOLS	GYM RENTAL: LEISER BASKETBALL CAMPS	225	43510	3190		015	\$19.80	\$19.80
MOUNDS VIEW PUBLIC SCHOOLS	GYM RENTAL: LEISER BASKETBALL CAMPS	225	43510	3190		015	\$831.68	\$831.68
MOUNDS VIEW PUBLIC SCHOOLS	GYM RENTAL: LEISER BASKETBALL CAMPS	225	43510	3190		015	\$79.20	\$79.20
MPL SPECIALTIES	TROPHIES FOR CAR SHOW	270	40250	4890		001	\$609.00	
MPL SPECIALTIES	TROPHIES FOR SLICE OF SHOREVIEW	270	40250	4890		001	\$168.00	\$168.00
MUMTAZ, RABIA	RSV# 1312784 REFUND REFUND	220	22040				\$500.00	\$500.00
NCPERS MINNESOTA	PERA LIFE INS - AUGUST 2016	101	20413				\$224.00	\$224.00
ON SITE SANITATION INC	ADDITIONAL PORTABLE RESTROOMS/HANDWASH	270	40250	3950		006	\$1,429.50	\$1,429.50
ORKIN EXTERMINATING CO INC.	PEST CONTROL LARSON HOUSE	101	40800	3190			\$83.78	\$83.78
PEREZ, TIEN	AQUATICS - LEVEL 6	220	22040				\$63.00	\$63.00
PIPER, LARRY	RSV# 1319711 REFUND REFUND	220	22040				\$25.00	\$25.00
PMA FINANCIAL NETWORK, INC	JUNE 2016 BANK FEES	101	40500	4890		004	\$138.18	\$138.18
PUBLIC EMPLOYEES RETIREMENT AS	EMPL/EMPLOYER CONTRIBUTIONS:08-05-16	101	21740				\$32,439.21	\$32,439.21
Q3 CONTRACTING	ST LIGHT RESTORATION PROJECT 16-01	578	47000	5950			\$976.00	
RAMSEY COUNTY PROPERTY RECORDS	2015 TIF ADMIN COSTS	364	44100	4890			\$1,146.27	\$3,231.66
		305	44100	4890			\$366.88	
		417	44100	4890			\$565.03	
		407	44100	4890			\$406.51	
		408	44100	4890			\$380.09	
		409	44100	4890			\$366.88	
RICOH USA INC.	RICOH 821DN PRINTER/DRUM UNIT	101	40200	3850		002	\$176.38	\$176.38
RICOH USA, INC.	LEASE: 6502 COPIER/8-21/9-20-16	101	40200	3930		002	\$1,947.00	\$1,947.00
RIVER VALLEY, YMCA	RSV# 1317083 REFUND REFUND	220	22040				\$37.75	\$37.75
ROUFS, JESSICA	RSV# 1319716 REFUND REFUND	220	22040				\$50.00	\$50.00

## COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
HAWKINS, INC.	CHLORINE, SODIUM HYDROXIDE	220	43800	2160		001		\$1,060.00	\$1,060.00
HEGGIE'S PIZZA LLC	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$342.50	\$342.50
HORIZON COMMERCIAL POOL SUPPLY	CPO REGISTRATION	220	43800	4500				\$260.00	\$260.00
ICMA/VANTAGEPOINT TRANSFER-300	EMPLOYEE CONTRIBUTIONS PAYDATE:08-05-16	101	21750					\$5,123.21	\$5,123.21
ICMA/VANTAGEPOINT TRANSFER-705	ROTH CONTRIBUTIONS PAYDATE: 8-05-16	101	20430					\$1,165.00	\$1,165.00
IDENTITY STORES, LLC	STAFF SHIRTS FOR SLICE OF SHOREVIEW	270	40250	4890		003		\$430.50	\$430.50
KAMRUD, WILLIAM	RSV# 1314192 REFUND REFUND	220	22040					\$32.14	\$32.14
KANSAS STATE BANK-GOVT FINANCE	CONTRACT LEASE PAYMENT/JULY 2016	220	43800	3960	004			\$1,320.00	\$1,320.00
KANSAS STATE BANK-GOVT FINANCE	CONTRACT LEASE PAYMENT/AUGUST 2016	220	43800	3960	004			\$1,320.00	\$1,320.00
KATZUNG, DOUG	CREDIT BALANCE REFUND REFUND	220	22040					\$540.00	\$540.00
KELLY & LEMMONS, P.A.	JULY 2016 LEGAL FEES	101	40600	3020				\$4,340.00	\$10,160.24
		101	40600	3030				\$5,820.24	
KREBSBACH, JAQUELINE	SLICE COORDINATOR 2ND INSTALLMENT	270	40250	3190		007		\$3,300.00	
LEAGUE OF MN CITIES INS TRUST	2015/16 WORKERS' COMP 4TH INSTALLMENT	101	40100	1510				\$30.73	\$37,413.50
		101	40200	1510				\$474.13	
		101	40210	1510				\$266.68	
		101	40300	1510				\$10.75	
		101	40400	1510				\$113.47	
		101	40500	1510				\$518.87	
		101	40550	1510				\$220.69	
		101	40800	1510				\$124.47	
		101	42050	1510				\$672.07	
		101	42200	1510				\$5,181.90	
		101	43400	1510				\$1,508.61	
		101	43450	1510				\$300.67	
		101	43710	1510				\$4,418.10	
		101	43900	1510				\$96.98	
		101	44100	1510				\$508.62	
		101	44300	1510				\$128.47	
		210	42750	1510				\$44.24	
		220	43800	1510				\$4,053.94	
		225	43400	1510				\$1,540.35	
		225	43510	1510				\$85.48	
		225	43520	1510				\$936.50	
		225	43530	1510				\$1,097.71	
		225	43535	1510				\$1,508.61	
		225	43555	1510				\$642.33	
		225	43560	1510				\$468.88	
		225	43580	1510				\$121.47	
		225	43590	1510				\$398.64	
		230	40900	1510				\$56.24	
		240	44400	1510				\$68.73	
		241	44500	1510				\$76.73	
		601	45050	1510				\$4,062.69	
		602	45550	1510				\$3,331.63	
		603	45850	1510				\$2,757.53	
		603	45900	1510				\$30.74	
		604	42600	1510				\$62.23	
		701	46500	1510				\$1,493.62	
LIABOE, NATALIE	RSV# 1319719 REFUND REFUND	220	22040					\$50.00	\$50.00
LOWE, JANNAE	RSV# 1312777 REFUND REFUND	220	22040					\$50.00	\$50.00

## COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
DISCOUNT STEEL, INC	STEEL FOR SHOP	701	46500	2220		003	-\$221.09	-\$221.09
A & L SUPERIOR SOD, INC	SOD RFOR 694 PROJECT	601	45050	2280		002	\$173.60	\$173.60
A & L SUPERIOR SOD, INC	SOD FOR 694	601	45050	2280		002	\$153.60	\$153.60
AHDALI, AICHA	RSV# 1319713 REFUND REFUND	220	22040				\$500.00	\$500.00
ALLEN, DEANNE	CITY COUNCIL MEETING, 8-1-16	101	40200	3190		001	\$200.00	\$200.00
ALLEN, DEANNE	EDA, 8-1-16	240	44400	3190		002	\$200.00	\$200.00
ARDEN HILLS PARK & RECREATION	WILD MOUNTAIN TRIP REIMBURSEMENT	225	43590	3175		002	\$305.15	\$305.15
AVON BUSINESS FORMS & PROMOTION	A/P CHECKS	101	40500	2010			\$442.23	\$442.23
BEISSWENGERS HARDWARE	REPAIR SUPPLIES CC	220	43800	2240		001	\$11.39	\$11.39
BEISSWENGERS HARDWARE	REPAIR SUPPLIES CC	220	43800	2240		001	\$14.94	\$14.94
BELL, UNDREA	RSV# 1319738 REFUND REFUND	220	22040				\$25.00	\$25.00
BOADU-MENSAH, KOFI	RSV# 1308848 REFUND REFUND	220	22040				\$1,314.15	\$1,314.15
BOWLSBY, CHRISTOPHER	RSV# 1312790 REFUND REFUND	220	22040				\$25.00	\$25.00
BRIN NORTHWESTERN GLASS CO. IN	REPAIRS TO UPPER LEVEL DOORS	220	43800	3810		003	\$485.00	\$485.00
C & E HARDWARE	PLUD FOR WELL 6	601	45050	2280		005	\$2.99	\$2.99
C & E HARDWARE	NUT FOR WELL 6	601	45050	2280		005	\$1.69	\$1.69
C & E HARDWARE	DIELECTRIC GEL FOR POND QUICK CONNECTS	603	45850	2180		002	\$5.19	\$5.19
CKC GOOD FOOD	SUMMER DISCOVERY LUNCHES	225	43535	3190		002	\$1,308.92	\$1,308.92
CKC GOOD FOOD	SUMMER DISCOVERY LUNCHES WK 7/11-15	225	43535	3190		002	\$1,263.90	\$1,263.90
CKC GOOD FOOD	SUMMER DISCOVERY LUNCH WE 7/25-29	225	43535	3190		002	\$1,305.46	\$1,305.46
CLINE, MICHELLE	RSV# 1312783 REFUND REFUND	220	22040				\$25.00	\$25.00
COCA COLA REFRESHMENTS	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$300.96	\$300.96
COMMISSIONER OF REVENUE- WH TA	WITHHOLDING TAX - PAYDATE 08-05-16	101	21720				\$12,917.43	\$12,917.43
COMMUNITY HEALTH CHARITIES - M	EMPLOYEE CONTRIBUTIONS: 08-05-16	101	20420				\$156.50	\$156.50
COMMUNITY REINVESTMENT FUND	GMHC ADMIN FEES/JULY STMT/17@ \$6	307	44100	4890			\$102.00	\$102.00
COMO PARK ZOO & CONSERVATORY	SUMMER DISCOVERY FIELD TRIP	225	43535	3190		001	\$750.00	\$750.00
CUB FOODS	SUMMER DISCOVERY SUPPLIES	225	43535	2170		001	\$20.34	\$20.34
CUB FOODS	FARMERS MARKET GIVEAWAY 8/9/2016	225	43590	2174		001	\$100.89	\$100.89
DAVE PERKINS CONTRACTING	DELLWOOD AND ROYAL OAKS MAIN BREAK	601	45050	3190		004	\$13,976.00	\$13,976.00
DAVE PERKINS CONTRACTING	HYDRANT REPAIR ROYAL OAKS MAIN BREAK	601	45050	3190		004	\$7,748.00	\$7,748.00
DAVE PERKINS CONTRACTING	DAAY 3 RESTERATION CURB AND SIDEWALK	601	45050	3190		004	\$3,990.00	\$3,990.00
DAVE PERKINS CONTRACTING	I694 WATERMAIN RELOCATE CP 15-10	425	47000	5900			\$81,133.00	\$81,133.00
DON ALBRIGHT	BILL FOR TOILET REPAIR AFTER SERVICE REP	601	45050	3190		001	\$100.00	\$100.00
EDENFELD, KATRINA	AQUATICS - SWIM TEAM	220	22040				\$108.00	\$108.00
ELDRIDGE, JEREMIAH	RSV# 1319708 REFUND REFUND	220	22040				\$500.00	\$500.00
ENGLEHART, JOYCE	PASS APRESS TYPE: ANNUAL MEMBERSHIPS PA	220	22040				\$113.39	\$113.39
EXTENDED DAY, ST. AMBROSE	RSV# 1314463 REFUND REFUND	220	22040				\$7.55	\$7.55
FIRST STUDENT, INC	JULY 27 FIELD TRIP BUS COST	225	43535	3190		003	\$622.60	\$622.60
FIRST STUDENT, INC	AUGUST 3 FIELD TRIP BUS COST	225	43535	3190		003	\$1,010.62	\$1,010.62
FORD, CINDY	RSV# 1319735 REFUND REFUND	220	22040				\$25.00	\$25.00
GENESIS EMPLOYEE BENEFITS INC	FLEX - MED/DEPENDENT CARE 08-05-16	101	20431				\$658.70	\$658.70
GENESIS EMPLOYEE BENEFITS INC	VEBA CONTRIBUTIONS: 08-05-16	101	20418				\$6,060.00	\$6,060.00
GERTENS WHOLESALE	EAB INJECTION SUPPLIES	101	43900	2180			\$2,181.00	\$2,181.00
GRANDMA'S BAKERY	BIRTHDAY CAKES	220	43800	2591		001	\$23.75	\$23.75
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$17.86	\$17.86
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$17.86	\$17.86
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$16.94	\$16.94
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$16.94	\$16.94
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$16.94	\$16.94
GREAT LAKES HIGHER ED GUARANTY	61-3073149/EDELSTEIN	101	20435				\$251.04	\$251.04
HAWKINS, INC.	CHLORINE, LPC 5, SODIUM BICARB, DANGER	220	43800	2160		001	\$519.13	\$519.13

Vendor Name	Description	FF	GG	OO	AA CC	Line Amount	Invoice Amt
UNIVERSITY OF MINNESOTA	SIGN MAINT CLASS DAVID YANG	101	42050	4500		-\$65.00	-\$65.00
CLASSIC CATERING/PICNIC PLEASE	EMPLOYEE RECOGNITION	101	40210	4890	002	\$1,607.93	\$1,607.93
					Total of all invoices:		\$1,542.93

## COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
SATT, MARK ANDREW	SLICE ENTERTAINMENT	270	40250	3190		001	-\$1,200.00	-\$1,200.00
A & L SUPERIOR SOD, INC	SOD FOR 980 NANCY CT WATER REPAIR	601	45050	2280		002	\$4.00	\$4.00
ACE SOLID WASTE	DUMPSTER SERVICE CC AND PARKS	220	43800	3640			\$1,138.81	\$1,767.29
		101	43710	3950			\$628.48	
ADVANCED ENGINEERING AND	WTP CONSTRUCTION SERVICES CP 14-02	454	47000	5910			\$17,236.06	
AGE CHILD CARE, HUDSON SCHOOL	RSV# 1311665 REFUND REFUND	220	22040				\$52.85	\$52.85
AID ELECTRIC CORPORATION	IRRIGATION PANEL WIRING FOR HWY 96	454	47000	5950			\$2,995.00	\$2,995.00
AMERICAN MESSAGING	SECURITY SYSTEM PAGER	101	40210	3190		009	\$4.15	\$4.15
ANDERSON, DEAN	SOCCER LEAGUE (AGE 4-K)	220	22040				\$60.00	\$60.00
ANDY STENLUND	SOCCER LEAGUE (GRADES 1-2)	220	22040				\$60.00	\$60.00
ANTHONY, MATTHEW	SOCCER LEAGUE (GRADES 3-4)	220	22040				\$60.00	\$60.00
APIKELIS, CAMERON	BASEBALL LEAGUE (GRADES K-1)	220	22040				\$60.00	\$60.00
BAKER, KYLE	TBALL LEAGUE (AGE 4-5)	220	22040				\$60.00	\$60.00
BASKFIELD, RITA	BASEBALL LEAGUE (GRADES 2-3)	220	22040				\$70.00	\$70.00
BENSON, DAVID	TBALL LEAGUE (AGE 4-5)	220	22040				\$60.00	\$60.00
BERGERSON, KEVIN	BASEBALL LEAGUE (GRADES K-1)	220	22040				\$70.00	\$70.00
BLOMQUIST, KARIE	TBALL LEAGUE (AGE 4-5)	220	22040				\$70.00	\$70.00
BOYS ELECTIC	PERMIT REFUND- 2016-01827	101	32580				\$100.00	\$101.00
		101	20802				\$1.00	
BRASEL, MARINA	SOCCER LEAGUE (GRADES 1-2)	220	22040				\$60.00	\$60.00
BULK, PETER	TBALL LEAGUE (AGE 4-5)	220	22040				\$60.00	\$60.00
C & E HARDWARE	PARTS FOR AIRSTREAM AT COMMONS POND	603	45850	2180		002	\$35.44	\$35.44
C & E HARDWARE	BROOM HEAD FOR SEAL COAT	404	42200	3190			\$13.99	\$13.99
C & E HARDWARE	PAINT ROLLERS FOR SEAL COAT	101	42200	2180		002	\$11.97	\$11.97
CARIGIET, ANDREW	BASEBALL LEAGUE (GRADES 2-3)	220	22040				\$60.00	\$60.00
CASEY, CHAD	BASEBALL LEAGUE (GRADES 2-3)	220	22040				\$60.00	\$60.00
CHMIELESKI, JAY	TBALL LEAGUE (AGE 4-5)	220	22040				\$70.00	\$70.00
CHOI, JUNARM	SOCCER LEAGUE (AGE 4-K)	220	22040				\$60.00	\$60.00
CLEMEN, KEVIN	SOCCER LEAGUE (GRADES 3-4)	220	22040				\$60.00	\$60.00
COONEY, TIM	BASEBALL LEAGUE (GRADES K-1)	220	22040				\$70.00	\$70.00
DIFFLEY, SHELLEY	SOCCER LEAGUE (GRADES 1-2)	220	22040				\$60.00	\$60.00
EBBERS, COREY	BASEBALL LEAGUE (GRADES K-1)	220	22040				\$60.00	\$60.00
EDWARDS, CHRISTIAN	TBALL LEAGUE (AGE 4-5)	220	22040				\$60.00	\$60.00
EVANS, AL	BASEBALL LEAGUE (GRADES 2-3)	220	22040				\$60.00	\$60.00
FAGERLEE, TRISTAM	BASEBALL LEAGUE (GRADES K-1)	220	22040				\$60.00	\$60.00
FARNSWORTH, JON	SOCCER LEAGUE (GRADES 1-2)	220	22040				\$70.00	\$70.00
FATKHIYEV, NATHANIEL L	SOCCER REF JULY 18 & 25	225	43510	3190		007	\$80.00	\$80.00
FERNANDEZ, MOISES	SOCCER LEAGUE (GRADES 3-4)	220	22040				\$80.00	\$80.00
FLORES ANDRES	SOCCER LEAGUE (AGE 4-K)	220	22040				\$70.00	\$70.00
GAMSON, ANDREW	SOCCER LEAGUE (GRADES 3-4)	220	22040				\$70.00	\$70.00
GAYNOR, NICOLE	AQUATICS - LEVEL 1	220	22040				\$67.00	\$67.00
GEER, ANDREA	SOCCER LEAGUE (GRADES 1-2)	220	22040				\$60.00	\$60.00
GLADIS, DAVID	SOCCER LEAGUE (AGE 4-K)	220	22040				\$60.00	\$60.00
GOMEZ, CASSANDRA	SOCCER LEAGUE (AGE 4-K)	220	22040				\$70.00	\$70.00
GORDON, TRAVIS	SOCCER LEAGUE (GRADES 1-2)	220	22040				\$70.00	\$70.00
GRANDMA'S BAKERY	BIRTHDAY CAKES	220	43800	2591		001	\$23.75	\$23.75
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$17.86	\$17.86
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$17.86	\$17.86
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$16.94	\$16.94
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$16.94	\$16.94
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$16.94	\$16.94



## COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$16.94	\$16.94
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$16.94	\$16.94
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$16.94	\$16.94
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$16.94	\$16.94
GRANDMA'S BAKERY	CAKE FOR JACK'S RETIREMENT	220	43800	2180		002	\$38.74	\$38.74
GRANDPAS ICE CREAM	REFUND DUE TO RAIN AT SLICE	270	34900		318		\$75.00	\$75.00
GREER, STEVEN	SOCCER LEAGUE (GRADES 1-2)	220	22040				\$60.00	\$60.00
GRUNDTNER, NATALIE	SOCCER LEAGUE (GRADES 1-2)	220	22040				\$60.00	\$60.00
GURTNER, DANIEL	CREDIT BALANCE REFUND REFUND	220	22040				\$280.00	\$280.00
HAGEN, STEVE	SOCCER LEAGUE (GRADES 1-2)	220	22040				\$60.00	\$60.00
HELDT, AMBER	BASEBALL LEAGUE (GRADES K-1)	220	22040				\$60.00	\$60.00
HORNUNG, RICH	TBALL LEAGUE (AGE 4-5)	220	22040				\$70.00	\$70.00
HORSEMEN INC	PARADE FEE FOR SLICE OF SHOREVIEW	270	40250	3190		005	\$750.00	\$750.00
HUANG, YADONG	SOCCER LEAGUE (GRADES 1-2)	220	22040				\$60.00	\$60.00
JOHNSON, JOEL	SOCCER LEAGUE (AGE 4-K)	220	22040				\$120.00	\$120.00
JOHNSON, MARK	SOCCER LEAGUE (GRADES 1-2)	220	22040				\$60.00	\$60.00
JOHNSON, MATT	BASEBALL LEAGUE (GRADES K-1)	220	22040				\$60.00	\$60.00
KHAN, KASHIF	SOCCER LEAGUE (GRADES 3-4)	220	22040				\$60.00	\$60.00
KLEINJAN, INGRID	BASEBALL LEAGUE (GRADES K-1)	220	22040				\$70.00	\$70.00
KOEPCKE, NEIL	BASEBALL LEAGUE (GRADES K-1)	220	22040				\$70.00	\$70.00
KRAUSE, MONAYA	TBALL LEAGUE (AGE 4-5)	220	22040				\$60.00	\$60.00
KRUSSOW, ROBERT	TBALL LEAGUE (AGE 4-5)	220	22040				\$60.00	\$60.00
KUCHAR, JEFF	BASEBALL LEAGUE (GRADES 2-3)	220	22040				\$60.00	\$60.00
LACKTORIN, JOSH	SOCCER LEAGUE (GRADES 1-2)	220	22040				\$70.00	\$70.00
LOWE, JOSH	SOCCER LEAGUE (AGE 4-K)	220	22040				\$60.00	\$60.00
M-R SIGN COMPANY INC.	SEAL COAT MARKERS PROJ 16-04	404	42200	3190			\$629.10	\$629.10
MACIAS, KATHRYN	SOCCER LEAGUE (GRADES 1-2)	220	22040				\$70.00	\$70.00
MCHUGH, DAN	MINI SPORT CAMP (SESSION 2)	225	43510	3190		012	\$142.00	\$142.00
MENARDS CASHWAY LUMBER **FRIDL	PAM	601	45050	2280		001	\$16.32	\$16.32
MENARDS CASHWAY LUMBER **FRIDL	COPPER PIPE FOR WELL 6 WATER	601	45050	2280		005	\$45.96	\$45.96
MENARDS CASHWAY LUMBER *MAPLEW	PARTS FOR CONDUIT AT COMMONS POND	603	45850	2180		002	\$43.28	\$43.28
METROPOLITAN COUNCIL ENVIRONME	JULY SAC CHARGES	602	20840				\$7,455.00	\$7,380.45
		602	34060				-\$74.55	
MINNESOTA CITY/COUNTY MGMT ASS	MEMBERSHIP - TERRY SCHWERM	101	40200	4330		004	\$178.00	
MITCHELL, JIM	SOCCER LEAGUE (GRADES 3-4)	220	22040				\$70.00	\$70.00
MJF MASONRY & CONCRETE, INC.	CONCRETE PADS AT MCCULLOUGH PARK	101	43710	2260			\$1,960.00	\$1,960.00
MONTGOMERY, TIMOTHY J	BALLOON ARTIST FOR SLICE OF SHOREVIEW	270	40250	3190		002	\$150.00	\$150.00
MORPHEW, JIM	BASEBALL LEAGUE (GRADES K-1)	220	22040				\$60.00	\$60.00
NEISSE, JEFFREY	BASEBALL LEAGUE (GRADES 2-3)	220	22040				\$70.00	\$70.00
NORTH STAR MINI STORAGE	STORAGE LOCKER RENTAL FEE	101	43710	3950			\$1,140.00	\$1,140.00
NORTHSTAR INSPECTION SERVICE I	JULY INSPECTION SERVICES KEVIN WHITE	101	44300	3190			\$682.50	\$682.50
OLSEN, CHRISTOPHER	SOCCER LEAGUE (GRADES 1-2)	220	22040				\$60.00	\$60.00
OLSON, CORINNE	FALL SOCCER LEAGUE (GRADES 3&4)	220	22040				\$40.00	\$40.00
OLSON, JEFFREY	SOCCER LEAGUE (AGE 4-K)	220	22040				\$60.00	\$60.00
OLSON, KATHLEEN	SOCCER LEAGUE (AGE 4-K)	220	22040				\$120.00	\$120.00
ORTTEL, REBECCA	SOCCER LEAGUE (GRADES 3-4)	220	22040				\$90.00	\$90.00
PARTY AMERICA CORPORATE OFFICE	RETIREMENT SUPPLIES: CRUMB & KUSCHEL	101	40200	4890		001	\$30.84	\$30.84
PEACE OF CAKE	FARMERS MARKET 9/27	220	22040				\$50.00	\$50.00
PETRULO, VANESSA	SOCCER LEAGUE (GRADES 1-2)	220	22040				\$70.00	\$70.00
PITCHFORD, TRICIA	TBALL LEAGUE (AGE 4-5)	220	22040				\$70.00	\$70.00
PODBELSKI, ADAM	SOCCER LEAGUE (AGE 4-K)	220	22040				\$70.00	\$70.00

## COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
PODBELSKI, STEPHANIE	FALL SOCCER LEAGUE (GRADES 1&2)	220	22040					\$20.00	\$20.00
POPPLER, DAN	SOCCER LEAGUE (GRADES 1-2)	220	22040					\$60.00	\$60.00
PRATHER, SHANNON	SOCCER LEAGUE (GRADES 3-4)	220	22040					\$60.00	\$60.00
QUESENBERRY, SARAH	BASEBALL LEAGUE (GRADES 2-3)	220	22040					\$60.00	\$60.00
RADTKE, GREG	BASEBALL LEAGUE (GRADES K-1)	220	22040					\$80.00	\$80.00
RAMSEY COUNTY	SERVICE EMER PREEMPT SIGNALS JAN-JUN	101	42200	3190		003		\$795.49	\$795.49
RAUENHORST, THOMAS	TBALL LEAGUE (AGE 4-5)	220	22040					\$60.00	\$60.00
REELFS, DAVID	SOCCER LEAGUE (GRADES 1-2)	220	22040					\$60.00	\$60.00
REPUBLIC SERVICES INC #899	RECYCLING SERVICES JULY	210	42750	3190				\$30,284.11	\$30,284.11
ROGERS, RYAN	SOCCER LEAGUE (AGE 4-K)	220	22040					\$60.00	\$60.00
RUSSEK, RYAN	SOCCER LEAGUE (GRADES 1-2)	220	22040					\$60.00	\$60.00
SAWTELL, ERIN	SOCCER LEAGUE (AGE 4-K)	220	22040					\$70.00	\$70.00
SCHAEFER, MEGAN	SOCCER LEAGUE (GRADES 1-2)	220	22040					\$60.00	\$60.00
SCHNEIDER, MARC	BASEBALL LEAGUE (GRADES 2-3)	220	22040					\$60.00	\$60.00
SCHOLL, CHRIS	SOCCER LEAGUE (AGE 4-K)	220	22040					\$60.00	\$60.00
SHEAREN, ASHLEY	TBALL LEAGUE (AGE 4-5)	220	22040					\$70.00	\$70.00
SIMON, JOHN	SD WEEKLY TUITION	220	22040					\$282.00	\$282.00
SIMPLEXGRINNELL LP	DUCT DETECTOR REPLACEMENT RTU #2	220	43800	3810		003		\$966.00	\$966.00
SQUILLACE STENLUND, KRISTINE	SOCCER LEAGUE (AGE 4-K)	220	22040					\$60.00	\$60.00
SRF CONSULTING GROUP INC	OBSERVATION I694 WATERMAIN CP 15-10	425	47000	5910				\$3,777.87	\$3,777.87
ST PAUL AREA CHAMBER OF COMMER	MEMBERSHIP INVESTMENT	240	44400	4330				\$450.00	\$450.00
SWENSON, AARON	SOCCER LEAGUE (GRADES 3-4)	220	22040					\$60.00	\$60.00
T-MOBILE	TMOBILE BILL 6-27-16 - 7-26-16	601	45050	3190				\$60.76	\$60.76
TEIGEN, DANIEL	TBALL LEAGUE (AGE 4-5)	220	22040					\$70.00	\$70.00
UPPER CUT TREE SERVICES INC	WO 16-22 PRIVATE DISEASE TREE REMOVAL	101	43900	3190		003		\$696.32	\$696.32
VOSSLER, SAMUEL	SOCCER REF JULY 18,19,25,26,28	225	43510	3190		007		\$200.00	\$200.00
WALD, CHAD	SOCCER LEAGUE (GRADES 1-2)	220	22040					\$70.00	\$70.00
WETTER, MICHELLE	SOCCER LEAGUE (AGE 4-K)	220	22040					\$70.00	\$70.00
WHITEHILL, STEPHANIE	SOCCER LEAGUE (GRADES 1-2)	220	22040					\$80.00	\$80.00
WIENKE, JOE	TBALL LEAGUE (AGE 4-5)	220	22040					\$60.00	\$60.00
WINTERS, LYNN	RETIREMENT CAKE: RICHARD CRUMB	101	40200	4890		001		\$75.00	\$75.00
WRIGHT, CARINA	TBALL LEAGUE (AGE 4-5)	220	22040					\$70.00	\$70.00
WSB & ASSOCIATES, INC.	INSPECTION - WABASSO BEACH	101	22020					\$1,872.00	\$1,872.00
WSB & ASSOCIATES, INC.	WTP LANDSCAPE DESIGN	454	47000	5910				\$648.00	\$648.00
WYMER, SHELLEY	BASEBALL LEAGUE (GRADES K-1)	220	22040					\$80.00	\$80.00
XIONG, BEE	RSV# 1312768 REFUND REFUND	220	22040					\$50.00	\$50.00
YOUNG, CHRISTOPHER	SOCCER LEAGUE (AGE 4-K)	220	22040					\$70.00	\$70.00
YOUNG, TRAVIS	ADULT SOFTBALL (TUE MEN E)	220	22040					\$75.00	\$75.00

Total of all invoices: \$80,591.54

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## COUNCIL REPORT

[illegible]

# Purchase Voucher

City of Shoreview  
4600 Victoria Street North  
Shoreview MN 55126

Voucher Number	57,904
Vendor number	00416 1 2016
Vendor name	METROPOLITAN COUNCIL
Address	PO BOX 856513 MINNEAPOLIS MN 55485-6513

Date	Comment line on check	Invoice number	Amount
08-02-16	SEWER SERVICE-SEPTEMBER 2016	1058291	\$149,121.81

THIS IS AN EARLY CHECK, PLACE VOUCHER IN EARLY CHECK FILE

*This Purchase Voucher is more than \$25,000.00; was the state's cooperative venture considered before purchasing through another source?*

☐ Purchase was made through the state's cooperative purchasing venture.

☐ Purchase was made through another source. The state's cooperative purchasing venture was considered.

☒ Cooperative purchasing venture consideration requirement does not apply.

Return to:

Account Coding

Amount

602 45550 3670

\$149,121.81

Is sales tax included on invoice?

☒ Taxable

If no, amount subject to sales use tax

\$

Reviewed by:

(signature required) Debbie Engblom

Approved by:

(signature required) Terry Schwerm

Two quotes must be attached to purchase voucher for all purchases between \$10,000 and \$50,000. If no quote is received, explain below:

Quote 1	
Quote 2	
Explanation if no quote received	



# Purchase Voucher

City of Shoreview  
4600 Victoria Street North  
Shoreview MN 55126

Voucher Number	57,865
Vendor number	00545 1 2016
Vendor name	PUBLIC EMPLOYEES RETIREMENT ASSOC.
Address	P.O. BOX 75608 ST. PAUL MN 55175-0608 EFT TRANSACTION - NO CHECK PRINTS

Date	Comment line on check	Invoice number	Amount
08-05-16	EMPL/EMPLOYER CONTRIBUTIONS:08-05-16	08-05-16	\$32,439.21

THIS IS AN EARLY CHECK, PLACE VOUCHER IN EARLY CHECK FILE

This Purchase Voucher is more than \$25,000.00; was the state's cooperative venture considered before purchasing through another source?

[ ] Purchase was made through the state's cooperative purchasing venture.

[ ] Purchase was made through another source. The state's cooperative purchasing venture was considered.

[X] Cooperative purchasing venture consideration requirement does not apply.

Return to:

Account Coding

Amount

101 21740	\$32,439.21

SEE PERMANENT  
PAYROLL RECORDS

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$
Reviewed by: <u>Kathy Harvey</u> (signature required) Kathy Harvey	
Approved by: <u>Terry Schwerm</u> (signature required) Terry Schwerm	

Two quotes must be attached to purchase voucher for all purchases between \$10,000 and \$50,000.  
If no quote is received, explain below:

Quote 1	
Quote 2	
Explanation if no quote received	

# Purchase Voucher

City of Shoreview  
4600 Victoria Street North  
Shoreview MN 55126

Voucher Number	57,941
Vendor number	20280 1 2016
Vendor name	DAVE PERKINS CONTRACTING
Address	19745 NOWTHEN BOULEVARD NW NOWTHEN, MN 55303-9655

Date	Comment line on check	Invoice number	Amount
08-08-16	I694 WATERMAIN RELOCATE CP 15-10	03	\$81,133.00

THIS IS AN EARLY CHECK, PLACE VOUCHER IN EARLY CHECK FILE

*This Purchase Voucher is more than \$25,000.00; was the state's cooperative venture considered before purchasing through another source?*

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☐ Purchase was made through another source. The state's cooperative purchasing venture was considered.

☒ Cooperative purchasing venture consideration requirement does not apply.

Return to:

Account Coding

Amount

425 47000 5900

\$81,133.00

Is sales tax included on invoice?

Not Taxable

If no, amount subject to sales use tax

\$

Reviewed by: Tom Wesolowski 8/9/16  
(signature required) Tom Wesolowski

Approved by: Terry Schwerm  
(signature required) Terry Schwerm

Two quotes must be attached to purchase voucher for all purchases between \$10,000 and \$50,000.  
If no quote is received, explain below:

Quote 1	
Quote 2	
Explanation if no quote received	



# Purchase Voucher

City of Shoreview  
4600 Victoria Street North  
Shoreview MN 55126

Voucher Number	57,758
Vendor number	01901 1 2016
Vendor name	REPUBLIC SERVICES INC #899
Address	PO BOX 9001154 LOUISVILLE, KY 40290-1154

Date	Comment line on check	Invoice number	Amount
07-25-16 ✓	RECYCLING SERVICES JULY	0899-002889752 ✓	\$30,284.11 ✓

THIS IS AN EARLY CHECK, PLACE VOUCHER IN EARLY CHECK FILE

*This Purchase Voucher is more than \$25,000.00; was the state's cooperative venture considered before purchasing through another source?*

☐ Purchase was made through the state's cooperative purchasing venture.

☐ Purchase was made through another source. The state's cooperative purchasing venture was considered.

☒ Cooperative purchasing venture consideration requirement does not apply.

Return to: \_\_\_\_\_

Account Coding	Amount
210 42750 3190	\$30,284.11

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$

Reviewed by: *Neva Widner* 8/1/16  
(signature required) Neva Widner

Approved by: *Terry Schwerm*  
(signature required) Terry Schwerm

Two quotes must be attached to purchase voucher for all purchases between \$10,000 and \$50,000.  
If no quote is received, explain below:

Quote 1	
Quote 2	
Explanation if no quote received	

# Purchase Voucher

City of Shoreview  
4600 Victoria Street North  
Shoreview MN 55126

Voucher Number	57,720		
Vendor number	20228 1	2016	
Vendor name	MEDICA		
Address	NW 7958 PO BOX 1450 MINNEAPOLIS MN, 55485-7958		

Date	Comment line on check	Invoice number	Amount
07-12-16 ✓	HEALTH INSURANCE:AUGUST 2016	C0041068483 ✓	\$63,908.37 ✓

THIS IS AN EARLY CHECK, PLACE VOUCHER IN EARLY CHECK FILE

*This Purchase Voucher is more than \$25,000.00; was the state's cooperative venture considered before purchasing through another source?*

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☐ Purchase was made through another source. The state's cooperative purchasing venture was considered.

☒ Cooperative purchasing venture consideration requirement does not apply.

Return to:	
------------	--

Account Coding	Amount
101 20410	\$63,908.37

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$
Reviewed by: <u>Kathy Harvey</u> (signature required) Kathy Harvey	
Approved by: <u>Terry Schwerm</u> (signature required) Terry Schwerm	

Two quotes must be attached to purchase voucher for all purchases between \$10,000 and \$50,000.  
If no quote is received, explain below:

Quote 1	
Quote 2	
Explanation if no quote received	

# Purchase Voucher

City of Shoreview  
4600 Victoria Street North  
Shoreview MN 55126

Vendor number	20280 1
Vendor name	DAVE PERKINS CONTRACTING
Address	19745 NOWTHEN BOULEVARD NW NOWTHEN, MN 55303-9655

THIS IS AN EARLY CHECK, PLACE VOUCHER IN EARLY CHECK FILE

Return to:

Voucher	Date	Comment line on check	Invoice number	Account coding	Amount
57,814	07-27-16	DELLWOOD AND ROYAL OAKS MAIN BREAK	25961 ✓	601 45050 3190 004	\$13,976.00 ✓
57,815	07-27-16	HYDRANT REPAIR ROYAL OAKS MAIN BREAK	25962 ✓	601 45050 3190 004	\$7,748.00 ✓
57,816	07-29-16	DAAY 3 RESTERATION CURB AND SIDEWALK	25965 ✓	601 45050 3190 004	\$3,990.00 ✓
Total:					\$25,714.00

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$
Reviewed by: (signature required) <u>Kevin Chmielewski</u>	
Approved by: (signature required) <u>Terry Schwerm</u>	

# Purchase Voucher

City of Shoreview  
4600 Victoria Street North  
Shoreview MN 55126

Voucher Number	57,929		
Vendor number	00471 1	2016	
Vendor name	MINNESOTA DEPARTMENT OF CORRECTIONS ✓		
Address	FINANCIAL SERVICES PO BOX 4719 SAINT PAUL MN 55101-6719		

Date	Comment line on check	Invoice number	Amount
08-02-16	6 MONTHS OF DOC WORK CREW SERVICES	00000360236 ✓	\$41,255.50 ✓


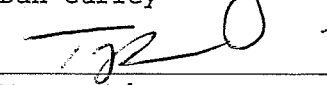
*This Purchase Voucher is more than \$25,000.00; was the state's cooperative venture considered before purchasing through another source?*

☐ Purchase was made through the state's cooperative purchasing venture.

☐ Purchase was made through another source. The state's cooperative purchasing venture was considered.

☒ Cooperative purchasing venture consideration requirement does not apply.

Account Coding	Amount
101 43450 3190	\$4,125.55
101 43710 3190	\$8,251.09
101 43900 3190	\$4,125.55
601 45050 3190	\$10,313.88
603 45850 3190	\$10,313.88
701 46500 3196	\$4,125.55

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$
<p>Reviewed by:  (signature required) Dan Curley</p> <p>Approved by:  (signature required) Terry Schwerm</p>	

Two quotes must be attached to purchase voucher for all purchases between \$10,000 and \$50,000. If no quote is received, explain below:

Quote 1	
Quote 2	
Explanation if no quote received	

# Purchase Voucher

City of Shoreview  
4600 Victoria Street North  
Shoreview MN 55126

Voucher Number	57,713	no other contractors submitted quotes
Vendor number	01383 1	2016
Vendor name	VEIT & COMPANIES	
Address	14000 VEIT PLACE ROGERS, MN 55374	

Date	Comment line on check	Invoice number	Amount
07-22-16	EMERGENCY REPAIR OF STORM SEWER PIPE	160200-1	\$37,975.00

*This Purchase Voucher is more than \$25,000.00; was the state's cooperative venture considered before purchasing through another source?*

☐ Purchase was made through the state's cooperative purchasing venture.


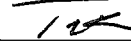
☐ Purchase was made through another source. The state's cooperative purchasing venture was considered.

☒ Cooperative purchasing venture consideration requirement does not apply.

## Account Coding

## Amount

603 45850 3190 003	\$37,975.00

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$
Reviewed by:  (signature required) Dan Curley	
Approved by:  (signature required) Terry Schwerm	

Two quotes must be attached to purchase voucher for all purchases between \$10,000 and \$50,000.  
If no quote is received, explain below:

Quote 1	
Quote 2	
Explanation if no quote received	


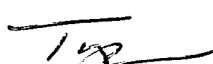
# Purchase Voucher

City of Shoreview  
4600 Victoria Street North  
Shoreview MN 55126

Voucher Number	57,943
Vendor number	00260 1 2016
Vendor name	GREENHAVEN PRINTING
Address	4575 CHATSWORTH STREET N SHOREVIEW, MN 55126

Date	Comment line on check	Invoice number	Amount
07-29-16	JULY/AUGUST SHOREVIEWS	162127	\$22,548.42

Account Coding	Amount
101 40400 3220 002	\$3,901.42
101 40400 3390 001	\$18,647.00

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$
Reviewed by:  (signature required) Rebecca Olson	
Approved by:  (signature required) Terry Schwerm	

Two quotes must be attached to purchase voucher  
for all purchases between \$10,000 and \$50,000.  
If no quote is received, explain below:

Quote 1	
Quote 2	
Explanation if no quote received	

## PROPOSED MOTION

MOVED BY COUNCILMEMBER \_\_\_\_\_

SECONDED BY COUNCILMEMBER \_\_\_\_\_

to approve Resolution No. 16-68 reducing the following escrows:

Development Cash Deposits for the following properties in the amounts listed:

625 County Road E	Mission Const.	\$ 5,000.00
4545 Hodgson Rd	St Croix Restoration	\$ 500.00
1039 Glen Paul Ct	Troy Gundtner	\$ 1,000.00

<b>ROLL CALL:</b>	<b>AYES</b> _____	<b>NAYS</b> _____
JOHNSON	_____	_____
QUIGLEY	_____	_____
SPRINGHORN	_____	_____
WICKSTROM	_____	_____
MARTIN	_____	_____

REGULAR COUNCIL MEETING  
AUGUST 15, 2016

t:/development/erosion\_general/erosion081516



TO: MAYOR, CITY COUNCIL, CITY MANAGER  
FROM: THOMAS L. HAMMITT  
SENIOR ENGINEERING TECHNICIAN  
DATE: AUGUST 11, 2016  
SUBJECT: DEVELOPER ESCROW REDUCTIONS

### INTRODUCTION

The following escrow reductions have been prepared and are presented to the City Council for approval.

### BACKGROUND

The property owners/builders listed below have completed all or portions of the erosion control and turf establishment, landscaping or other construction in the right of way as required in the development contracts or building permits.

625 County Road E	Erosion, Landscape completed
4545 Hodgson Rd	Erosion control completed
1039 Glen Paul Ct	Erosion control completed

### RECOMMENDATION

It is recommended that the City Council approve releasing all or portions of the escrows for the following properties in the amounts listed below:

625 County Road E	Mission Const.	\$ 5,000.00
4545 Hodgson Rd	St Croix Restoration	\$ 500.00
1039 Glen Paul Ct	Troy Gundtner	\$ 1,000.00

**\*PROPOSED\***

**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA**

**HELD AUGUST 15, 2016**

\* \* \* \* \*

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota was duly called and held at the Shoreview City Hall in said City on August 15, 2016 at 7:00 p.m. The following members were present:

and the following members were absent:

Member                      introduced the following resolution and moved its adoption.

**RESOLUTION NO. 16-68**

**RESOLUTION ORDERING ESCROW REDUCTIONS  
AT VARIOUS LOCATIONS IN THE CITY**

WHEREAS, various builders and developers have submitted cash escrows for erosion control, grading certificates, landscaping and other improvements, and

WHEREAS, City staff have reviewed the sites and developments and is recommending the escrows be returned.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Shoreview, Minnesota, as follows:

The Shoreview Finance Department is authorized to reduce the cash deposit in the amounts listed below:

625 County Road E	Mission Const.	\$ 5,000.00
4545 Hodgson Rd	St Croix Restoration	\$ 500.00
1039 Glen Paul Ct	Troy Gundtner	\$ 1,000.00

The motion for the adoption of the foregoing resolution was duly seconded by Member                      and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

RESOLUTION NO. 16-68  
PAGE TWO

WHEREUPON, said resolution was declared duly passed and adopted this 15<sup>th</sup> day of August, 2016.

STATE OF MINNESOTA )  
 )  
COUNTY OF RAMSEY )  
 )  
CITY OF SHOREVIEW )

I, the undersigned, being the duly qualified and acting Manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City Council held on the 15<sup>th</sup> day of August, 2016 with the original thereof on file in my office and the same is a full, true and complete transcript therefrom insofar as the same relates reducing various escrows.

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 16<sup>th</sup> day of August, 2016.

Terry C. Schwerm  
City Manager

SEAL

## PROPOSED MOTION

MOVED BY COUNCILMEMBER \_\_\_\_\_

SECONDED BY COUNCILMEMBER \_\_\_\_\_

to approve Resolution No. 16-74 receiving the assessment rolls and ordering that the Public Hearing be held at the Shoreview City Hall on September 19, 2016 at the following time:

7:00 P.M. – Turtle Lanes/Schifsky Rd Reconstruction – Project 15-01

ROLL CALL:      AYES \_\_\_\_ NAYS \_\_\_\_

JOHNSON	_____	_____
QUIGLEY	_____	_____
SPRINGHORN	_____	_____
WICKSTROM	_____	_____
MARTIN	_____	_____

REGULAR COUNCIL MEETING  
AUGUST 15, 2016

TO: MAYOR, CITY COUNCIL, CITY MANAGER

FROM: THOMAS L. HAMMITT  
SENIOR ENGINEERING TECHNICIAN

DATE: AUGUST 10, 2016

SUBJECT: 2016 ASSESSMENTS - RECEIVE THE ASSESSMENT ROLL AND  
CALL FOR PUBLIC HEARING  
TURTLE LANES/SCHIFSKY RECONSTRUCTION – PROJECT 15-01

### INTRODUCTION

The City Council has declared the costs and ordered the preparation of the assessment rolls for the following projects:

Turtle Lanes/Schifsky Rd Reconstruction – Project 15-01

The assessment roll has been completed and is attached along with the project cost worksheet. Council action is required to call for a public hearing on the proposed assessments. The assessments are proposed to be spread over 10 years with an interest rate 3.235%.

### BACKGROUND

A brief discussion of the project and the proposed assessments are listed below:

#### TURTLE LANES/SCHIFSKY RD - RECONSTRUCTION PROJECT 15-01

This project reconstructed the Turtle Lane East and West, Johns Road along with Schifsky Road. The project included utility improvements, concrete curb and gutter, street pavement, storm sewer and LED street lights. The street assessments are approximately \$194 less than proposed at the public hearing. The storm sewer assessments are the same as was presented at the public hearing. The affected properties assessments are to be spread over 10 years.

### RECOMMENDATION

It is recommended that the City Council approve Resolution No. 16-74 receiving the assessment rolls and order the assessment hearings for the 2016 Assessments to be held on Monday, September 19, 2016 at the following times:

7:00 P.M. – Turtle Lanes/Schifsky Rd Reconstruction – Project 15-01

Date of Pending: April 6, 2015  
10 year assessment

TURTLE LANE EW-SCHIFSKY RD  
RECONSTRUCTION  
PROJECT 15-01

STREET & STORM ASSESSMENTS				Street			Storm Sewer				Street/Storm	
Address			PIN	Assess Units	\$/Lot unit	Total Street	Lot Area	Assess Area	Rate	Total Storm	Total	Assessment
0 TURTLE	LN	E	143023220014	1.0	\$ 1,348.84	\$ 1,348.84	15,682	15,682	\$ 0.07	\$ 1,003.87	\$	2,352.71
4924 TURTLE	LN	E	143023220027	0.5	\$ 1,348.84	\$ 674.42	19,166	19,000	\$ 0.07	\$ 1,120.00	\$	1,794.42
4932 TURTLE	LN	E	143023220026	1.0	\$ 1,348.84	\$ 1,348.84	21,780	19,000	\$ 0.07	\$ 1,120.00	\$	2,468.84
4940 TURTLE	LN	E	143023220025	1.0	\$ 1,348.84	\$ 1,348.84	37,150	19,000	\$ 0.07	\$ 1,120.00	\$	2,468.84
4944 TURTLE	LN	E	143023220024	1.0	\$ 1,348.84	\$ 1,348.84	24,829	19,000	\$ 0.07	\$ 1,120.00	\$	2,468.84
4945 TURTLE	LN	E	143023220057	1.0	\$ 1,348.84	\$ 1,348.84	20,037	19,000	\$ 0.07	\$ 1,120.00	\$	2,468.84
4949 TURTLE	LN	E	143023220056	1.0	\$ 1,348.84	\$ 1,348.84	17,860	17,860	\$ 0.07	\$ 1,080.10	\$	2,428.94
4950 TURTLE	LN	E	143023220023	1.0	\$ 1,348.84	\$ 1,348.84	19,166	19,000	\$ 0.07	\$ 1,120.00	\$	2,468.84
4961 TURTLE	LN	E	143023220055	1.0	\$ 1,348.84	\$ 1,348.84	17,424	17,424	\$ 0.07	\$ 1,064.84	\$	2,413.68
4962 TURTLE	LN	E	143023220022	1.0	\$ 1,348.84	\$ 1,348.84	19,602	19,000	\$ 0.07	\$ 1,120.00	\$	2,468.84
4973 TURTLE	LN	E	143023220054	1.0	\$ 1,348.84	\$ 1,348.84	19,602	19,000	\$ 0.07	\$ 1,120.00	\$	2,468.84
4974 TURTLE	LN	E	143023220021	1.0	\$ 1,348.84	\$ 1,348.84	19,602	19,000	\$ 0.07	\$ 1,120.00	\$	2,468.84
4981 TURTLE	LN	E	143023220053	1.0	\$ 1,348.84	\$ 1,348.84	19,602	19,000	\$ 0.07	\$ 1,120.00	\$	2,468.84
4982 TURTLE	LN	E	143023220020	1.0	\$ 1,348.84	\$ 1,348.84	19,602	19,000	\$ 0.07	\$ 1,120.00	\$	2,468.84
4989 TURTLE	LN	E	143023220052	1.0	\$ 1,348.84	\$ 1,348.84	18,295	18,295	\$ 0.07	\$ 1,095.33	\$	2,444.17
4990 TURTLE	LN	E	143023220019	1.0	\$ 1,348.84	\$ 1,348.84	19,166	19,000	\$ 0.07	\$ 1,120.00	\$	2,468.84
4997 TURTLE	LN	E	143023220051	1.0	\$ 1,348.84	\$ 1,348.84	17,860	17,860	\$ 0.07	\$ 1,080.10	\$	2,428.94
5000 TURTLE	LN	E	143023220018	1.0	\$ 1,348.84	\$ 1,348.84	13,939	13,939	\$ 0.07	\$ 942.87	\$	2,291.71
5005 TURTLE	LN	E	143023220050	1.0	\$ 1,348.84	\$ 1,348.84	16,117	16,117	\$ 0.07	\$ 1,019.10	\$	2,367.94
5008 TURTLE	LN	E	143023220017	1.0	\$ 1,348.84	\$ 1,348.84	13,503	13,503	\$ 0.07	\$ 927.61	\$	2,276.45
5016 TURTLE	LN	E	143023220016	1.0	\$ 1,348.84	\$ 1,348.84	13,068	13,068	\$ 0.07	\$ 912.38	\$	2,261.22
5020 TURTLE	LN	E	143023220015	1.0	\$ 1,348.84	\$ 1,348.84	22,651	19,000	\$ 0.07	\$ 1,120.00	\$	2,468.84
5036 TURTLE	LN	E	143023220048	1.0	\$ 1,348.84	\$ 1,348.84	26,572	19,000	\$ 0.07	\$ 1,120.00	\$	2,468.84
4925 TURTLE	LN	W	143023220028	0.5	\$ 1,348.84	\$ 674.42	19,602	19,000	\$ 0.07	\$ 1,120.00	\$	1,794.42
4931 TURTLE	LN	W	143023220066	1.0	\$ 1,348.84	\$ 1,348.84	25,264	19,000	\$ 0.07	\$ 1,120.00	\$	2,468.84
4937 TURTLE	LN	W	143023220031	1.0	\$ 1,348.84	\$ 1,348.84	25,700	19,000	\$ 0.07	\$ 1,120.00	\$	2,468.84



Date of Pending: April 6, 2015  
10 year assessment

TURTLE LANE E/W-SCHIFSKY RD  
RECONSTRUCTION  
PROJECT 15-01

STREET & STORM ASSESSMENTS				Street		Storm Sewer			Street/Storm	
Address		PIN	Assess Units	\$/Lot unit	Total Street	Lot Area	Assess Area	Rate	Total Storm	Assessment
4943 TURTLE LN W	143023220032	1.0	\$ 1,348.84	\$ 1,348.84	\$ 1,348.84	15,682	15,682	\$ 0.07	\$ 1,003.87	\$ 2,352.71
4946 TURTLE LN W	143023220058	1.0	\$ 1,348.84	\$ 1,348.84	\$ 1,348.84	23,086	19,000	\$ 0.07	\$ 1,120.00	\$ 2,468.84
4954 TURTLE LN W	143023220059	1.0	\$ 1,348.84	\$ 1,348.84	\$ 1,348.84	18,730	18,730	\$ 0.07	\$ 1,110.55	\$ 2,459.39
4361 TURTLE LN W	143023220033	1.0	\$ 1,348.84	\$ 1,348.84	\$ 1,348.84	17,860	17,860	\$ 0.07	\$ 1,080.10	\$ 2,428.94
4964 TURTLE LN W	143023220060	1.0	\$ 1,348.84	\$ 1,348.84	\$ 1,348.84	18,730	18,730	\$ 0.07	\$ 1,110.55	\$ 2,459.39
4969 TURTLE LN W	143023220034	1.0	\$ 1,348.84	\$ 1,348.84	\$ 1,348.84	16,117	16,117	\$ 0.07	\$ 1,019.10	\$ 2,367.94
4976 TURTLE LN W	143023220061	1.0	\$ 1,348.84	\$ 1,348.84	\$ 1,348.84	18,730	18,730	\$ 0.07	\$ 1,110.55	\$ 2,459.39
4981 TURTLE LN W	143023220035	1.0	\$ 1,348.84	\$ 1,348.84	\$ 1,348.84	16,117	16,117	\$ 0.07	\$ 1,019.10	\$ 2,367.94
4984 TURTLE LN W	143023220062	1.0	\$ 1,348.84	\$ 1,348.84	\$ 1,348.84	18,730	18,730	\$ 0.07	\$ 1,110.55	\$ 2,459.39
4989 TURTLE LN W	143023220036	1.0	\$ 1,348.84	\$ 1,348.84	\$ 1,348.84	16,117	16,117	\$ 0.07	\$ 1,019.10	\$ 2,367.94
4992 TURTLE LN W	143023220063	1.0	\$ 1,348.84	\$ 1,348.84	\$ 1,348.84	16,988	16,988	\$ 0.07	\$ 1,049.58	\$ 2,398.42
5001 TURTLE LN W	143023220042	1.0	\$ 1,348.84	\$ 1,348.84	\$ 1,348.84	14,810	14,810	\$ 0.07	\$ 973.35	\$ 2,322.19
5004 TURTLE LN W	143023220064	1.0	\$ 1,348.84	\$ 1,348.84	\$ 1,348.84	17,424	17,424	\$ 0.07	\$ 1,064.84	\$ 2,413.68
5011 TURTLE LN W	143023220043	1.0	\$ 1,348.84	\$ 1,348.84	\$ 1,348.84	22,651	19,000	\$ 0.07	\$ 1,120.00	\$ 2,468.84
5012 TURTLE LN W	143023220065	1.0	\$ 1,348.84	\$ 1,348.84	\$ 1,348.84	16,554	16,554	\$ 0.07	\$ 1,034.39	\$ 2,383.23
5017 TURTLE LN W	143023220070	1.0	\$ 1,348.84	\$ 1,348.84	\$ 1,348.84	25,970	19,000	\$ 0.07	\$ 1,120.00	\$ 2,468.84
5021 TURTLE LN W	143023220049	1.0	\$ 1,348.84	\$ 1,348.84	\$ 1,348.84	23,086	19,000	\$ 0.07	\$ 1,120.00	\$ 2,468.84
5025 TURTLE LN W	143023220045	1.0	\$ 1,348.84	\$ 1,348.84	\$ 1,348.84	18,730	18,730	\$ 0.07	\$ 1,110.55	\$ 2,459.39
5031 TURTLE LN W	143023220046	1.0	\$ 1,348.84	\$ 1,348.84	\$ 1,348.84	14,734	14,734	\$ 0.07	\$ 970.69	\$ 2,319.53
5037 TURTLE LN W	143023220047	1.0	\$ 1,348.84	\$ 1,348.84	\$ 1,348.84	18,296	18,296	\$ 0.07	\$ 1,095.36	\$ 2,444.20
625 SCHIFSKY RD	143023110013	0.5	\$ 1,348.84	\$ 674.42	\$ 674.42			\$ 0.07	\$ -	\$ 674.42
630 SCHIFSKY RD	143023110036	0.5	\$ 1,348.84	\$ 674.42	\$ 674.42			\$ 0.07	\$ -	\$ 674.42
633 SCHIFSKY RD	143023110045	1.0	\$ 1,348.84	\$ 1,348.84	\$ 1,348.84			\$ 0.07	\$ -	\$ 1,348.84
637 SCHIFSKY RD	143023110046	1.0	\$ 1,348.84	\$ 1,348.84	\$ 1,348.84			\$ 0.07	\$ -	\$ 1,348.84
640 SCHIFSKY RD	143023110035	1.0	\$ 1,348.84	\$ 1,348.84	\$ 1,348.84			\$ 0.07	\$ -	\$ 1,348.84
650 SCHIFSKY RD	143023110034	1.0	\$ 1,348.84	\$ 1,348.84	\$ 1,348.84			\$ 0.07	\$ -	\$ 1,348.84



Date of Pending: April 6, 2015  
10 year assessment

TURTLE LANE E/W-SCHIFSKY RD  
RECONSTRUCTION  
PROJECT 15-01

STREET & STORM ASSESSMENTS				Storm Sewer					Street/Storm		
				Assess Units	\$/Lot unit	Total Street	Lot Area	Assess Area	Rate	Total Storm	Total Assessment
Address		PIN									
655 SCHIFSKY RD		143023110015		1.0	\$ 1,348.84	\$ 1,348.84			\$ 0.07	\$ -	\$ 1,348.84
665 SCHIFSKY RD		143023110016		1.0	\$ 1,348.84	\$ 1,348.84			\$ 0.07	\$ -	\$ 1,348.84
666 SCHIFSKY RD		143023110033		1.0	\$ 1,348.84	\$ 1,348.84			\$ 0.07	\$ -	\$ 1,348.84
675 SCHIFSKY RD		143023110017		1.0	\$ 1,348.84	\$ 1,348.84			\$ 0.07	\$ -	\$ 1,348.84
676 SCHIFSKY RD		143023110032		1.0	\$ 1,348.84	\$ 1,348.84			\$ 0.07	\$ -	\$ 1,348.84
685 SCHIFSKY RD		143023110018		1.0	\$ 1,348.84	\$ 1,348.84			\$ 0.07	\$ -	\$ 1,348.84
686 SCHIFSKY RD		143023110031		1.0	\$ 1,348.84	\$ 1,348.84			\$ 0.07	\$ -	\$ 1,348.84
694 SCHIFSKY RD		143023110030		1.0	\$ 1,348.84	\$ 1,348.84			\$ 0.07	\$ -	\$ 1,348.84
695 SCHIFSKY RD		143023110019		1.0	\$ 1,348.84	\$ 1,348.84			\$ 0.07	\$ -	\$ 1,348.84
701 SCHIFSKY RD		143023110068		1.0	\$ 1,348.84	\$ 1,348.84			\$ 0.07	\$ -	\$ 1,348.84
703 SCHIFSKY RD		143023110069		1.0	\$ 1,348.84	\$ 1,348.84			\$ 0.07	\$ -	\$ 1,348.84
704 SCHIFSKY RD		143023110026		1.0	\$ 1,348.84	\$ 1,348.84			\$ 0.07	\$ -	\$ 1,348.84
705 SCHIFSKY RD		143023110027		1.0	\$ 1,348.84	\$ 1,348.84			\$ 0.07	\$ -	\$ 1,348.84
706 SCHIFSKY RD		143023110066		1.0	\$ 1,348.84	\$ 1,348.84			\$ 0.07	\$ -	\$ 1,348.84
707 SCHIFSKY RD		143023110022		1.0	\$ 1,348.84	\$ 1,348.84			\$ 0.07	\$ -	\$ 1,348.84
708 SCHIFSKY RD		143023110025		1.0	\$ 1,348.84	\$ 1,348.84			\$ 0.07	\$ -	\$ 1,348.84
710 SCHIFSKY RD		143023110029		1.0	\$ 1,348.84	\$ 1,348.84			\$ 0.07	\$ -	\$ 1,348.84
Total Assessable Units & Assessments				67.0		\$ 90,372.28				\$ 49,528.40	\$ 139,900.68
t/projects/2015/15-01/turtle lane reconstruction/assessments/turtle lane assess											

t:\projects\2015\15-01\turtle lane reconstruction\assessments\turtle lane assess

**ASSESSMENTS – STREET PROJECT 15-01  
TURTLE LNS/SCHIFSKY RD RECONSTRUCTION**

PROJECT COSTS

Project 15-01

Prime Contractor –Redstone Construction LLC	\$ 1,697,606.89
Design & Construction Eng. (City)	\$ 154,536.22
Legal & Easements	\$ -
Bonding	\$ -
Administration - Other, Misc.	\$ 40,469.22
Total Project Cost	\$ 1,892,612.33

ASSESSMENTS

Total Street Assessment	\$ 90,372.28
Total Storm Sewer Assessment	\$ 49,528.40
Total Assessments	\$ 139,900.68
Non-Assessable	\$ 1,752,711.65

Number of Assessable Units for Street 67

		<u>Feasibility</u>	<u>Actual</u>	<u>Difference</u>
Street Assessment per unit	\$	1,543.00	\$ 1,348.84	\$ 194.16 Less
Storm Sewer Rate - Residential Per Policy			- Direct	\$ 0.07/0.035 per S.F.
			- Indirect	\$ 0.035/0.0175 per S.F.

#15-01

TLH 7/28/16

t:/assess/wksh1501

**TO: MARK MALONEY  
TOM WESOLOWSKI  
DAVID YANG**

**FROM: TOM HAMMITT**

**DATE: JUNE 1, 2016**

**SUBJECT: 2016 ASSESSMENT SCHEDULE**

I have put together an assessment schedule for the 2016 Assessments. The following projects are scheduled for assessing:

**Turtle Lane/Schifsky Rd Reconstruction Project 15-01**

The schedule meets the November 15<sup>th</sup> statute deadline.

**2016 ASSESSMENTS - PROJECT SCHEDULE**

A tentative schedule for preparing the assessments is as follows:

July 18-27, 2016	Gather cost information (from Finance) Prepare cost of assessments
August 1, 2016	Engineering provides costs and proposed amounts to be assessed. Council declares costs and orders preparation of assessment rolls.
* August 15, 2016	Engineering completes assessment rolls. Council orders Public Hearing for September 19 <sup>th</sup> .
August 25, 2016	Engineering forwards Notice of Hearing to newspaper. Published Notice of Hearing appears in the official paper on August 31 <sup>st</sup> & September 7 <sup>th</sup> .
August 31, 2016	Engineering mails resident notices after first notice appears on August 31.
September 19, 2016	Public Assessment Hearing date. Adopt assessment if no objections. Mail Notice of Adoption on September 20. (Begin 30-day payment period)
October 1, 2016	Objection Response Meeting if not adopted at the hearing – Must Adopt Assessment roll, begin 30-day payment period.
October 2, 2016	Mail Adoption Notice. (Includes 30-day pre-payment period at the City).
November 3, 2016	Engineering certifies assessment roll to Ramsey County 30 days from adoption or not later than November 15, 2016.

**- PROPOSED -**

**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA**

**HELD AUGUST 15, 2016**

\* \* \* \* \*

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota was duly called and held at the Shoreview City Hall in said City on August 15, 2016, at 7:00 p.m. The following members were present:

and the following members were absent:

Member introduced the following resolution and moved its adoption.

**RESOLUTION NO. 16-74**

**RESOLUTION RECEIVING ASSESSMENT ROLL  
AND ORDERING ASSESSMENT HEARING FOR  
TURTLE LANES/SCHIFSKY RECONSTRUCTION – PROJECT 15-01**

WHEREAS, by resolution passed by the City Council, the City Engineer was directed to prepare a proposed assessment roll for the 2016 assessment projects, and

WHEREAS, the City Manager has notified the City Council that such proposed assessment rolls have been completed and are filed at the City Offices for inspection.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Shoreview, Minnesota, as follows:

1. The Council shall meet on the 19<sup>th</sup> day of September, 2016, at 7:00 p.m., in the City Council Chambers, 4600 Victoria Street North, in the City of Shoreview, for the purpose of holding a public hearing to hear, consider and pass upon any and all written and oral objections which may be offered with respect to the proposed special assessments for Turtle Lanes/Schifsky Road Reconstruction, Project 15-01.
2. The Public Hearing notices shall be published by the City Manager in the official newspaper at least two weeks prior to the hearing and mailed notice shall be sent to the owners of each parcel described in the assessment roll.

RESOLUTION NO. 16-74

Page Two

The motion for the adoption of the foregoing resolution was duly seconded by Member and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted this 15<sup>th</sup> day of August, 2016.

STATE OF MINNESOTA)  
COUNTY OF RAMSEY )  
CITY OF SHOREVIEW )

I, the undersigned, being the duly qualified and acting Manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City Council held on the 15<sup>th</sup> day of August, 2016 with the original thereof on file in my office and the same is a full, true and complete transcript therefrom insofar as the same relates to receiving the assessment roll and ordering the public hearing for Project 15-01

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 16<sup>th</sup> day of August, 2016.

---

Terry C. Schwerm  
City Manager

SEAL

## PROPOSED RESOLUTION

MOVED BY COUNCILMEMBER: \_\_\_\_\_

SECONDED BY COUNCILMEMBER: \_\_\_\_\_

to adopt Resolution No.16-71 approving Change Order No. 1 in the amount of \$58,390.29 for the Virginia, Dennison, Lilac Reconstruction, Grand Avenue Reconstruction and Extension, and the Highway 96 Turn Lane, City Projects 16-01, 16-02 and 16-07.

ROLL CALL:	AYES	NAYS
JOHNSON	_____	_____
QUIGLEY	_____	_____
SPRINGHORN	_____	_____
WICKSTROM	_____	_____
MARTIN	_____	_____

REGULAR COUNCIL MEETING  
AUGUST 15, 2016

TO: MAYOR, CITY COUNCIL, CITY MANAGER

FROM: MIKE SHAUGHNESSY  
SENIOR ENGINEERING TECHNICIAN

DATE: AUGUST 11, 2016

SUBJECT: VIRGINIA, DENNISON, LILAC RECONSTRUCTION,  
GRAND AVENUE RECONSTRUCTION AND EXTENSION  
AND THE HIGHWAY 96 TURN LANE, CITY PROJECTS  
16-01, 16-02, 16-07, CHANGE ORDER NO. 1

### INTRODUCTION

The attached Change Order No.1 has been prepared by staff and must be approved by Council in order to modify the contract.

### BACKGROUND

On May 2, 2016, the City Council awarded a contract to Midwest Civil Constructors, LLC. in the amount of \$ 1,677,690.50 for Virginia, Dennison, Lilac reconstruction, Grand Avenue Reconstruction and Extension and the Highway 96 Turn Lane, City Projects 16-01, 16-02, 16-07.

### DISCUSSION

Change Order No. 1 has been prepared in order to address certain changes, additions, deductions or modifications to the original contract.

### ADDITIONS TO THE CONTRACT AMOUNT

#### GRAND AVENUE RECONSTRUCTION AND EXTENSION:

Adjustments to existing water main and sanitary sewer and service lines that were not expected were required during the installation of the new storm sewer system. The additional work totaled \$25,030.69.

A large portion of the trail extension from the west end of Grand Avenue to North Owasso Boulevard is located within Ramsey County Park property. The routing of that portion of the trail was not determined until after the project was bid. The cost to install the portion of the trail located in the Ramsey County Park property totals \$21,174.00.

#### VIRGINIA, DENNISON, LILAC RECONSTRUCTION

Several adjustments to existing water main and sanitary sewer service lines that were not expected were required during the installation of the new storm sewer system. This additional work totaled \$8,682.05



HIGHWAY 96 TURN LANE

Modifications to the alignment of the turn lane required additional concrete to be installed. This additional work totaled \$3,503.55

TOTAL CHANGE ORDER NO.2 \$ 58,390.29

Pay items have been added to the contract documents resulting in a net increase to the contract of \$58,390.29. Change Order No.1 will increase the contract amount to \$1,736,080.79.

Change Order No.1 will be funded from the following funds:

Water Fund	\$19,764.83
Sewer Fund	\$13,947.91
Community Investment Fund	\$21,174.00
Street Renewal	\$ 3,503.55

RECOMMENDATION

It is recommended that Council adopt the attached proposed resolution approving Change Order No.1 for the Virginia, Dennison, Lilac reconstruction, Grand Avenue Reconstruction and Extension and the Highway 96 Turn Lane, City Projects 16-01, 16-02, 16-07.

**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA**

**HELD AUGUST 15, 2016**

\* \* \* \* \*

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota was duly called and held at the Shoreview City Hall in said City on August 15, 2016 at 7:00 pm. The following members were present:

and the following members were absent:

Member introduced the following resolution and moved its adoption.

RESOLUTION NO. 16-71  
APPROVING CHANGE ORDER NO.1 FOR  
VIRGINIA, DENNISON, LILAC RECONSTRUCTION  
GRAND AVENUE RECONSTRUCTION AND EXTENSION  
AND HIGHWAY 96 TURN LANE  
CITY PROJECTS 16-01, 16-02 AND 16-07

WHEREAS, On May 2, 2016, the City Council awarded a contract to Midwest Civil Constructors, LLC. in the amount of \$1,677,690.50 for Virginia, Dennison, Lilac reconstruction, Grand Avenue Reconstruction and Extension and the Highway 96 Turn Lane, City Projects 16-01, 16-02, 16-07 and authorized the Mayor and City Manager to sign said contract, and

WHEREAS, the original contract amount is \$1,677,690.50, and

WHEREAS, Change Order No. 1, in the amount of \$58,390.29 has been prepared in order to address certain changes or modifications to the original contract, and

WHEREAS, said changes and modifications to the project will increase the contract amount to \$1,736,080.79, and

WHEREAS, the Director of Public Works has recommended approval of proposed Change Order No. 1.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Shoreview, Minnesota:

1. That Change Order No.1, in the amount of \$58,390.29, resulting in a revised contract amount of \$1,736,080.79, is hereby approved, and

2. That Change Order No.1 will be funded as follows:

Water Fund	\$19,764.83
Sewer Fund	\$13,947.91
Capital Improvement Fund	\$21,174.00
Municipal State Aid	\$ 3,503.55

The motion for the adoption of the foregoing resolution was duly seconded by Member and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted this 15th day of August 2016.

STATE OF MINNESOTA   )  
  )  
COUNTY OF RAMSEY    )  
  )  
CITY OF SHOREVIEW     )

I, the undersigned, being the duly qualified and acting Manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City Council held on the 15th day of August, 2016, with the original thereof on file in my office and the same is a full, true and complete transcript therefrom insofar as the same relates to the approval of Change Order No. 1, for the Virginia, Dennison, Lilac reconstruction, Grand Avenue Reconstruction and Extension and the Highway 96 Turn Lane, City Projects 16-01, 16-02, 16-07.

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 16th day of August, 2016.

---

Terry C. Schwerm  
City Manager

SEAL

PROPOSED RESOLUTION

MOVED BY COUNCILMEMBER \_\_\_\_\_

SECONDED BY COUNCILMEMBER \_\_\_\_\_

to adopt Resolution No.16-72, approving Payment No.5 (Final) for the Turtle Lane  
Neighborhood & Schiffsky Road Reconstruction and Lexington Avenue Sanitary  
Sewer Repair, City Projects No.15-01 & 15-03

ROLL CALL:      AYES \_\_\_\_\_ NAYS \_\_\_\_\_

JOHNSON	_____	_____
QUIGLEY	_____	_____
SPRINGHORN	_____	_____
WICKSTROM	_____	_____
MARTIN	_____	_____

REGULAR COUNCIL MEETING  
AUGUST 15, 2016

TO: MAYOR, CITY COUNCIL, CITY MANAGER

FROM: MIKE SHAUGHNESSY  
SENIOR ENGINEERING TECHNICIAN

DATE: AUGUST 11, 2016

SUBJECT: TURTLE LANE & SCHIFSKY ROAD RECONSTRUCTION  
AND LEXINGTON AVENUE SANITARY SEWER REPAIR  
CITY PROJECTS NO.15-01& 15-03 PAYMENT NO.5 (FINAL)

### INTRODUCTION

The attached Payment No.5 (Final) has been prepared by staff and must be approved by Council in order to close out contract.

### BACKGROUND

On May 18, 2015, the City Council awarded a contract to Redstone Construction Co. Inc. in the amount of \$1,686,975.96 for the Turtle Lane Neighborhood & Schifsky Road Reconstruction and Lexington Avenue Sanitary Sewer Repair, City Projects No.15-01 & 15-03 and authorized the Mayor and City Manager to sign said contract. On October 19, 2015, Change Order No.1, in the amount of \$116,436.88 was approved by the City Council for a revised contract amount of \$1,803,412.84. On January 19, 2016, Change Order No.2 in the amount of \$19,699.40 was approved by the City Council for a revised contract amount of \$1,823,112.24.

### DISCUSSION

Payment No.5 (Final) is for the amount of \$10,105.11 for a total amount of work completed of \$1,821,375.07.

### RECOMMENDATION

It is recommended that Council adopt the attached proposed resolution No. 16-72, Payment No.5 (Final) for the Turtle Lane Neighborhood & Schifsky Road Reconstruction and Lexington Avenue Sanitary Sewer Repair, City Projects No.15-01 & 15-03.

**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA**

**HELD AUGUST 15, 2016**

\* \* \* \* \*

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota was duly called and held at the Shoreview City Hall in said City on August 15, 2016 at 7:00 pm. The following members were present:

and the following members were absent:

Member                      introduced the following resolution and moved its adoption.

RESOLUTION NO. 16-72  
APPROVING PAYMENT NO.5 (FINAL)  
FOR THE TURTLE LANE NEIGHBORHOOD & SCHIFSKY ROAD RECONSTRUCTION  
AND LEXINGTON AVENUE SANITARY SEWER REPAIR  
CITY PROJECTS NO. 15-01 & 15-03

WHEREAS, On May 18, 2015, the City Council awarded a contract to Redstone Construction Co. Inc. in the amount of \$1,686,975.96 for the Turtle Lane Neighborhood & Schifsky Road Reconstruction and Lexington Avenue Sanitary Sewer Repair, City Projects No.15-01 & 15-03 and authorized the Mayor and City Manager to sign said contract, and

WHEREAS, Change Order No.1, in the amount of \$116,436.88 was approved by the City Council on October 19, 2015 which increased the contract amount to \$1,803,412.84, and

WHEREAS, Change Order No.2 in the amount of \$19,699.40 was approved by the City Council on January 19, 2016, which increased the contract amount to \$1,823,112, and

WHEREAS, Payment No.5 (Final), in the amount of \$10,105.11, will result in a total amount of work completed of \$1,821,375.07, and

WHEREAS, the Director of Public Works has recommended approval of proposed Payment No.5 (Final)

NOW, THEREFORE, BE IT RESOLVED by the City Council of Shoreview, Minnesota:

1. That Payment No.5 (Final) in the amount of \$10,105.11 is hereby approved.

The motion for the adoption of the foregoing resolution was duly seconded by Member

and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted this 15th day of August, 2016.

STATE OF MINNESOTA    )  
  )  
COUNTY OF RAMSEY    )  
  )  
CITY OF SHOREVIEW     )

I, the undersigned, being the duly qualified and acting Manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City Council held on the 15th day of August, 2016, with the original thereof on file in my office and the same is a full, true and complete transcript therefrom insofar as the same relates to the approval of Payment No.5 (Final), for the Turtle Lane Neighborhood & Schifsky Road Reconstruction and Lexington Avenue Sanitary Sewer Repair, City Projects No.15-01 & 15-03.

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 16th day of August, 2016.

---

Terry C. Schwerm  
City Manager

SEAL



PROPOSED MOTION

MOVED BY COUNCILMEMBER \_\_\_\_\_

SECONDED BY COUNCILMEMBER \_\_\_\_\_

to adopt Resolution No. 16-70 approving plans and specifications, ordering the improvement, authorize the purchase of lift station equipment, and order the taking of bids on Tuesday, September 13, 2016 at 10:00am, at the Shoreview City Hall, for Sanitary Sewer Improvements – Bucher Lift Station, City Project 15-13.

ROLL CALL:	AYES_____	NAYS_____
JOHNSON	_____	_____
QUIGLEY	_____	_____
SPRINGHORN	_____	_____
WICKSTROM	_____	_____
MARTIN	_____	_____

REGULAR COUNCIL MEETING  
AUGUST 15, 2016  
#15-13

TO: MAYOR, CITY COUNCIL, AND CITY MANAGER

FROM: TOM WESOLOWSKI, CITY ENGINEER

DATE: AUGUST 10, 2016

SUBJECT: APPROVE PLANS & SPECIFICATIONS, ORDER THE IMPROVMENT,  
AUTHORIZE PURCHASE OF LIFT STATION EQUIPMENT, AND ORDER  
THE TAKING OF BIDS FOR SANITARY SEWER IMPROVEMENTS –  
BUCHER LIFT STATION, CITY PROJECT 15-13

### INTRODUCTION

At the May 16, 2016 meeting, the City Council established the project and authorized a professional services agreement for preparation of the plans and specifications and construction coordination activities for Sanitary Sewer Improvements – Bucher Lift Station, City Project 15-13. Plans and specifications for the sanitary sewer improvements are essentially complete and Council action is required to approve the plans and specifications, order the improvement, authorize the purchase of lift station equipment, and authorize the taking of bids.

### BACKGROUND

A portion of the City's sanitary sewer collection piping is installed across a wetland west of Bucher Avenue, as shown on the attached drawing. The piping and manholes were installed in 1971 and the pipeline was oversized with the expectation that the pipeline would become part of the Met Council waste water collection system in the future. Due to changes in development patterns, the regional collection plan of the Met Council changed and the City acquired and continues to operate the pipeline as part of the City's local system.

Due to the saturated soils, age, and structural integrity of the piping and manholes, surface and groundwater inflow (I&I) into the pipeline and manholes has increased over time. The City's Utility Department has made attempts to waterproof the manholes, but the surface water and saturated ground has prevented access to most of the manholes. If the condition of the piping and manholes are not addressed the situation will add significantly to the I&I liability of the City.

### DISCUSSION

Three alternatives were considered to address the infiltration issue and restore proper operation of the sanitary sewer. The selected alternative consists of abandoning the existing sanitary sewer and installing a lift station and forcemain to pump the sewage instead of having it flow by gravity. The lift station would be located on better foundation soils and the forcemain eliminates the dependence of gravity to move the sewage, eliminating the potential of future settlement and operational problems. The location of the lift station and forcemain is shown on the attached drawing.

For sanitary sewer lift stations, the City has standardized the types of pumps and controls to ensure the City is provided with equipment that has been proven to be of high quality and

provide a long service life. This type of equipment has a long lead time and having the City purchase the equipment will facilitate the required project schedule.

The City has purchased this type of equipment for lift station upgrade projects completed in past and for other projects that require specialized equipment such as street signals and street lighting.

#### COST AND FUNDING

The estimated cost for the construction of the project is \$590,000, which includes construction, engineering and administration cost and contingencies. The estimated cost for the pumps and controls is \$60,000 for a total project cost of \$650,000.

The project will be funded from the sanitary sewer utility.

#### PROJECT SCHEDULE

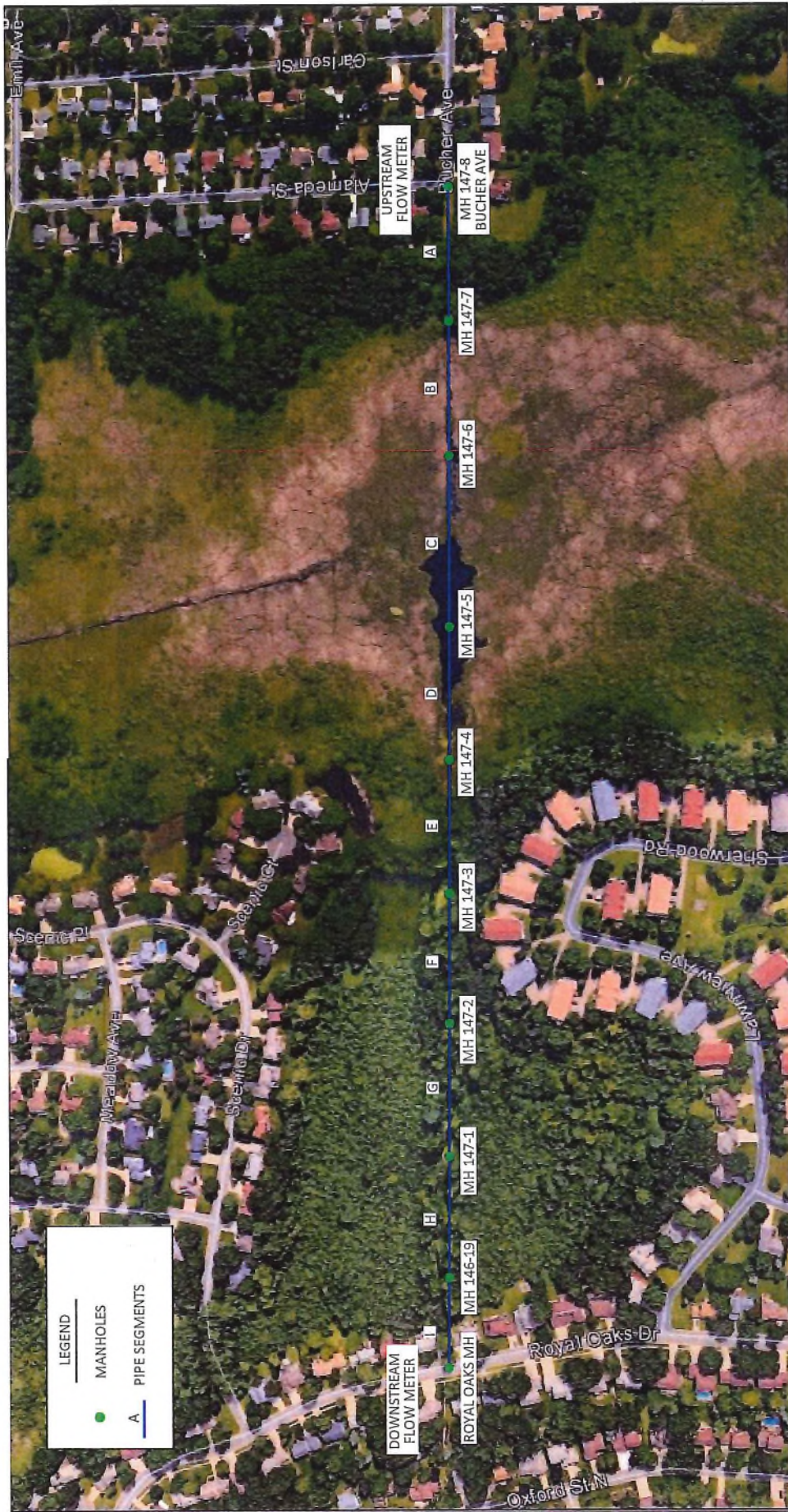
The proposed project schedule is as follows:

<u>ITEM</u>	<u>DATE</u>
Council Approve Plans & Specifications	August 15, 2016
Bid Opening	September 13, 2016
Council Award Contract	September 19, 2016
Construction Start	October 2016
Construction Complete	May 2017

#### RECOMMENDATION

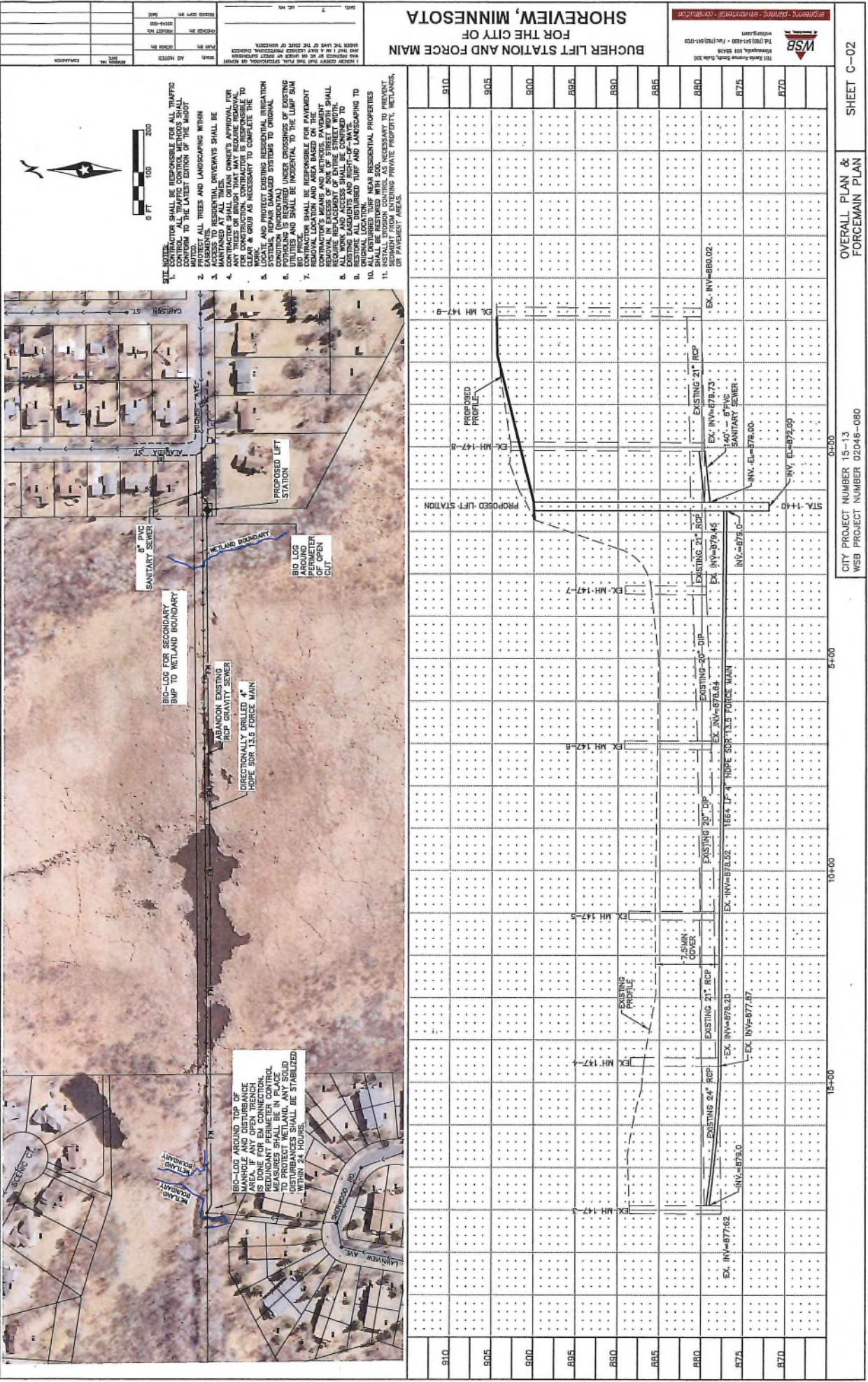
It is recommended that the City Council approve the plans and specifications, order the improvements, authorize of lift station equipment, and authorize the taking of bids on Tuesday September 13, 2016 at 10:00 am, at the Shoreview City Hall, for the Sanitary Sewer Improvements – Bucher Lift Station, City Project 15-13.





# BUCHER SANITARY SEWER





**NOTES:**

1. CONTRACTOR SHALL BE RESPONSIBLE FOR ALL TRAFFIC CONTROL. ALL TRAFFIC CONTROL MEASURES SHALL CONFORM TO THE LATEST EDITION OF THE MDOT.
2. PROTECT ALL TREES AND LANDSCAPING WITHIN ADJACENT RESIDENTIAL DRIVEWAYS SHALL BE MAINTAINED AT ALL TIMES.
3. ANY TREES OR LANDSCAPING REMOVED FOR CONSTRUCTION, CONTRACTOR IS RESPONSIBLE FOR REPLACEMENT OF LIKE TREES AND LANDSCAPING WITHIN 24 HOURS.
4. LOCATE AND PROTECT EXISTING RESIDENTIAL IRRIGATION SYSTEMS TO REMAIN.
5. LOCATE AND PROTECT EXISTING RESIDENTIAL IRRIGATION SYSTEMS TO REMAIN.
6. POTENTIAL FOR EXISTING RESIDENTIAL IRRIGATION SYSTEMS TO REMAIN.
7. CONTRACTOR SHALL BE RESPONSIBLE FOR PAYMENT OF REMOVAL LOCATION AND AREA BASED ON THE CONTRACTOR'S MEANS AND METHODS. PAVEMENT SHALL BE RESTORED TO ORIGINAL CONDITION. ALL WORK AND ACCESS SHALL BE LIMITED TO THE NECESSARY AREA FOR THE PROJECT. ALL DISTURBED AREAS SHALL BE RESTORED TO ORIGINAL CONDITION. ALL DISTURBED AREAS SHALL BE RESTORED TO ORIGINAL CONDITION.
8. ALL WORK AND ACCESS SHALL BE LIMITED TO THE NECESSARY AREA FOR THE PROJECT. ALL DISTURBED AREAS SHALL BE RESTORED TO ORIGINAL CONDITION. ALL DISTURBED AREAS SHALL BE RESTORED TO ORIGINAL CONDITION.
9. RESTORE ALL DISTURBED TURF AND LANDSCAPING TO ORIGINAL CONDITION. ALL DISTURBED AREAS SHALL BE RESTORED TO ORIGINAL CONDITION.
10. ALL DISTURBED AREAS SHALL BE RESTORED TO ORIGINAL CONDITION. ALL DISTURBED AREAS SHALL BE RESTORED TO ORIGINAL CONDITION.
11. CONTRACTOR SHALL BE RESPONSIBLE FOR PAYMENT OF REMOVAL LOCATION AND AREA BASED ON THE CONTRACTOR'S MEANS AND METHODS. PAVEMENT SHALL BE RESTORED TO ORIGINAL CONDITION. ALL WORK AND ACCESS SHALL BE LIMITED TO THE NECESSARY AREA FOR THE PROJECT. ALL DISTURBED AREAS SHALL BE RESTORED TO ORIGINAL CONDITION.

**SHOREVIEW, MINNESOTA**

**FOR THE CITY OF**

**BUCHER LIFT STATION AND FORCE MAIN**

**WSB**

**Engineering & Construction**

101 Main Avenue South, Suite 300  
Shoreview, MN 55125  
Tel: (763) 481-1000  
Fax: (763) 481-1000

**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA  
HELD AUGUST 15, 2016**

\* \* \* \* \*

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota, was duly called and held at the Shoreview City Hall in said City on August 15, 2016, at 7:00 p.m. The following members were present:

;

and the following members were absent:

Member introduced the following resolution and moved its adoption.

**RESOLUTION NO. 16-70**

**APPROVING PLANS AND SPECIFICATIONS,  
ORDERING THE IMPROVEMENT, AUTHORIZE THE PURCHASE OF  
LIFT STATION EQUIPMENT, AND ORDER THE TAKING OF BIDS  
FOR SANITARY SEWER IMPROVEMENTS – BUCHER LIFT STATION  
CITY PROJECT 15-13**

WHEREAS, plans and specifications have been prepared for Sanitary Sewer Improvements – Bucher Lift Station, City Project 15-13 and presented to the City Council for approval, and

WHEREAS, an estimated cost for lift station equipment that will be installed as part of the project has been determined.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SHOREVIEW, MINNESOTA, THAT:

1. Such improvement is hereby ordered to proceed to the construction phase.
2. The plans and specifications for Sanitary Sewer Improvements – Bucher Lift Station, City Project 15-13 are hereby approved.
3. The City Manager shall prepare and cause to be inserted in the official newspaper an Advertisement for Bids for the making of such improvement under such approved plans and specifications. The advertisement shall be published at least once, at least 10-days prior to the bid opening, shall specify the work to be done, that the bids are the responsibility of the bidder and shall state that bids are to be received by the City until 10:00 a.m., local time, on Tuesday, September 13, 2016, at which time they will be publicly opened in the Council Chambers of the City Hall by two or more designated officers of the City.



4. The purchase of the equipment required for the lift station for the estimated amount of \$60,000 is hereby authorized.

The motion for the adoption of the foregoing resolution was duly seconded by Member and upon vote being taken thereon, the following voted in favor thereof: ;

and the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted this 15<sup>th</sup> day of August, 2016.

STATE OF MINNESOTA    )  
  )  
COUNTY OF RAMSEY     )  
  )  
CITY OF SHOREVIEW     )

I, the undersigned, being the duly qualified and acting Manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City Council held on the 15<sup>th</sup> day of August, 2016, with the original thereof on file in my office and the same is a full, true and complete transcript therefrom insofar as the same relates to approving plans and specifications, ordering the project, authorizing the purchase of lift station equipment, and authorizing the taking of bids for City Project 15-13.

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 16<sup>th</sup> day of August, 2016.

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Terry Schwerm  
City Manager

SEAL



**MOTION**  
**TO APPROVE A CONDITIONAL USE PERMIT**  
**3680 N. KENT ST / 0 N. KENT ST**

**MOVED BY COUNCIL MEMBER:** \_\_\_\_\_

**SECONDED BY COUNCIL MEMBER:** \_\_\_\_\_

To adopt Resolution 16-73, amending Resolution 15-75, to extend the period with which the two properties must be combined from one year to two years, or if the property is sold.

**ROLL CALL:**    **AYES** \_\_\_\_\_    **NAYS** \_\_\_\_\_

Johnson	_____	_____
Quigley	_____	_____
Springhorn	_____	_____
Wickstrom	_____	_____
Martin	_____	_____

**Regular City Council Meeting**  
August 15, 2016

**TO:** Mayor, City Council and City Manager

**FROM:** Niki Hill, Economic Development and Planning Associate

**DATE:** August 11, 2016

**SUBJECT:** File No. 2587-15-30, Conditional Use Permit, Gary Boryczka, 3680 N. Kent Rd and 0 N. Kent Rd

### **INTRODUCTION AND BACKGROUND**

In September 2015, the City Council reviewed a Conditional Use Permit submitted by Gary Boryczka to establish a legal conforming outside storage yard on the two properties at 3680 N. Kent Street and 0 N. Kent Rd. The Conditional Use Permit was approved by the Council on September 8, 2015, and that approval had a condition that the two parcels must be combined within a period of one year. The applicant has requested an extension of the condition stating the properties must be combined within 1 year.

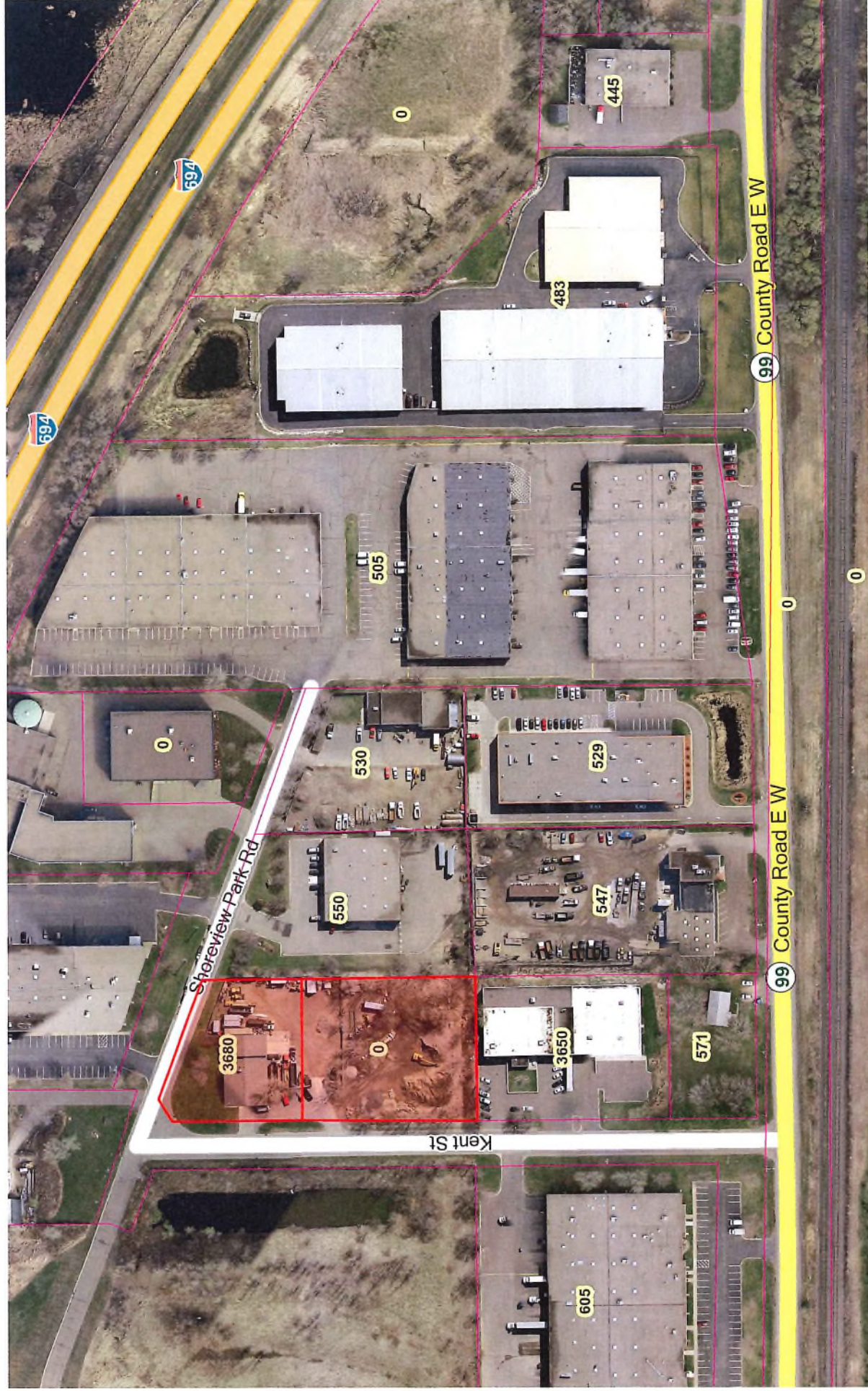
Attached is the applicant's request to the City for an extension to the condition that the properties must be combined within 1 year.

### **STAFF RECOMMENDATION**

The circumstances are beyond the control of the applicant. The extension request for the combination of the parcels is a reasonable request at this time. Staff recommends the City Council approve Resolution 16-73 approving the request to amend Resolution 15-75, extending the period with which they can be combined for 1 additional year.

#### **Attachments:**

1. Aerial Map
2. Applicant's Statement
3. Resolution 16-73
4. Motion Sheet



400.0 0 200.00 400.0 Feet

NAD\_1983\_HARN\_Adj\_MN\_Ramsey\_Feet  
© Ramsey County Enterprise GIS

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.  
THIS MAP IS NOT TO BE USED FOR NAVIGATION

1:2,400







Nicole Hill <nhill@shoreviewmn.gov>

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## City Council Action and Next Steps

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**gary@boryczka.com** <gary@boryczka.com>

Thu, Aug 4, 2016 at 4:04 PM

To: Niki Hill <nhill@shoreviewmn.gov>

Niki

In the past few months I have had a set back with my property, the bank that held the mortgage for the past 12 years in October notified me that they were not going to renew my mortgage, do to the sale of their bank. There was also a 2nd lien holder on the property, unable to get a first mortgage, the person holding the 2nd paid off the bank. I have now worked out a contract for deed to retain the property back. I have a mortgage in place once I get the contract filed, then I can go forward with a new mortgage.

I am asking for a year extension to file the resolution for joining the two parcels. Once I get the property back in my name I will file the resolution.

It would be vary much appreciate if the city would grant me this extension.

Thank you, Please get back if you need anything else

Gary Boryczka

612 720 3265

[gary@boryczka.com](mailto:gary@boryczka.com)

[Quoted text hidden]

**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA  
HELD AUGUST 15, 2016**

\* \* \* \* \*

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota was duly called and held at the Shoreview City Hall in said City at 7:00 PM.

The following members were present:

And the following members were absent:

Member \_\_\_\_\_ introduced the following resolution and moved its adoption.

**RESOLUTION NO. 16-75  
AMENDMENT TO RESOLUTION 15-75 - CONDITIONAL USE PERMIT**

**WHEREAS**, on September 8, 2015, the City Council adopted Resolution 15-75 (the "Resolution") granting a conditional use permit to have a contractor's/outside storage area on the properties legally described as:

That part of the Southwest Quarter of the Southwest Quarter of Section 25, Township 30, Range 23, Ramsey County Minnesota lying westerly of the easterly 648.4 feet of said Southwest Quarter of Southwest Quarter and bounded on the South, North, and West by the following described line:

Commencing at a point on the northerly right-of-way line of County Road "E", distant 428.03 feet east of the west line of Section 25; thence on an assumed bearing of North parallel to the east line of said Southwest Quarter of Southwest Quarter a distance of 604.39 feet; thence North 89 degrees, 52 minutes, 10 seconds East 241.7 feet to the point of beginning of the line to be described; thence South 89 degrees, 52 minutes, 10 seconds West 241.7 feet; thence North 298.41 feet; thence South 68 degrees, 31 minutes, 16 seconds East

259.73 feet and there terminating. Subject to a road easement over the westerly and northerly 33 feet thereof.

And

The north 194.76 feet of the north 350 feet of the south 604.39 feet of the Southwest Quarter of the Southwest Quarter of Section 25, Township 30, Range 23, Ramsey County Minnesota, lying north of County Road "E" except the west 428.03 feet and except the east 648.4 feet thereof. Subject to a road easement over the east 33 feet thereof.

*(These properties are commonly known as 3680 Kent St. and 0 Kent St. Shoreview, Minnesota.)*

**WHEREAS**, the Resolution was recorded in the office of the Ramsey County Recorder on October 19, 2015 as Document No. AO4579567; and

**WHEREAS**, the applicant is requesting an extension to the first condition requiring the properties to be combined within one year; and

**WHEREAS**, the City Council is authorized by state law and the City of Shoreview Development Code to make final decisions on conditional use permit requests.

**WHEREAS**, the City Council found that the extension of the one year requirement to combine the parcels is not detrimental to the neighborhood.

**NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE SHOREVIEW CITY COUNCIL** that Resolution 15-75, which was adopted on September 8, 2015 and recorded in the Office of the County Recorder on October 19, 2015 as Document No. AO4579567 is hereby amended to change condition number one from "1 year of approval" to "2 years of approval" to state that the parcels must be combined within 2 years of approval of the Conditional Use Permit or prior to any sale.

The motion was duly seconded by Council Member \_\_\_\_\_ - and upon a vote being taken thereon, the following voted in favor thereof:

And the following voted against the same:

Adopted this 15<sup>th</sup> day of August, 2016

\_\_\_\_\_  
Sandra C. Martin, Mayor  
Shoreview City Council

ATTEST:

\_\_\_\_\_  
Terry Schwerm, City Manager

ACCEPTANCE OF CONDITIONS:

\_\_\_\_\_  
Gary Boryczka

SEAL



STATE OF MINNESOTA)  
  )  
COUNTY OF RAMSEY )  
  )  
CITY OF SHOREVIEW )

I, the undersigned, being the duly qualified and acting Manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City of Shoreview City Council held on the 15<sup>th</sup> day of August, 2016 with the original thereof on file in my office and the same is a full, true and complete transcript there from insofar as the same relates to adopting Resolution 16-63.

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 15<sup>th</sup> day of August, 2016.

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Terry C. Schwerm  
City Manager

SEAL

## **MOTION TO APPROVE**

**MOVED BY COUNCIL MEMBER:** \_\_\_\_\_

**SECONDED BY COUNCIL MEMBER:** \_\_\_\_\_

To approve the amended Site and Building Plans, including the Development Agreements, submitted by Stephen Laliberte, 1080 West County Road E, for the expansion and remodeling of the existing commercial building. Said approval is subject to the following:

This approval is subject to the following:

1. This approval permits the development of the expansion of the commercial building as identified in the approved plans.
2. Approval of the final grading, drainage, utility, and erosion control plans by the Public Works Director, prior to the issuance of a building permit for this project.
3. The applicant is required to enter into a Site Development Agreement and Erosion Control Agreement with the City. Said agreements shall be executed prior to the issuance of any permits for this project.
4. The items identified in the memo from the City Engineer dated May 13, 2016 must be addressed prior to the issuance of a building permit.
5. The applicant shall explore options for landscape screening along the north side of the parking lot.
6. Prior to the installation of any signs, a sign permit is required by the City. A free-standing sign must be setback a minimum of 5-feet from the road easement.
7. A permit from Ramsey County must be received for any work in the County Road E right-of-way.
8. The trash/recycling receptacle shall be contained in an enclosure that is designed with building materials that compliment the building.
9. The Building Official is authorized to issue a building permit for the project, upon satisfaction of the conditions above.

This approval is based on the following findings of fact:

1. The existing and proposed land use is consistent with the designated commercial land use in the Comprehensive Plan.

2. The expansion of the commercial building for office and retail use is compatible with the adjoining land uses and will not have a significant adverse impact on surrounding properties.
3. The reinvestment in the property supports the City's land use and economic development goals.
4. The development plans comply with the standards of the C2, General Commercial District.

**ROLL CALL:**    **AYES** \_\_\_\_\_    **NAYS** \_\_\_\_\_

Johnson	_____	_____
Quigley	_____	_____
Springhorn	_____	_____
Wickstrom	_____	_____
Martin	_____	_____

Regular City Council Meeting – August 15, 2016

**TO:** Mayor, City Council and City Manager

**FROM:** Kathleen Castle, City Planner

**DATE:** August 11, 2016

**SUBJECT:** File No. 2616-16-15, Amendment to Site and Building Plan  
Review/Development Agreement, Laliberte – 1080 West County Road E

**Introduction**

At the June 2<sup>nd</sup> meeting, the City Council approved the Site and Building Review Plans and Development Agreements for the expansion and remodeling of the existing commercial building at 1080 County Road E, owned by Stephen Laliberte. The scope and phasing of the project has been changed slightly for budgeting reasons. The approved Development Agreement needs to be amended to reflect these changes.

**Project Description**

The project will be completed in four phases with Phases 1 and 2 completed within one year. Phases 3 and 4 would be completed in 2 to 4 years and is dependent on business growth and property valuation.

- 1) Expansion of the main (first) floor with a 1,613 square foot show-room/retail addition on the north (front) side. Materials used in the addition will complement the existing building and consist of brick, windows and wood. and a 1,299 square foot loading dock addition on the south (rear) of the building.
- 2) A second floor addition on the north (front) side of the building for a chair-lift and lobby area has been eliminated from the plans. Phase 2 will consist of remodeling the first floor interior.
- 3) The 1,299 square foot loading dock/warehouse addition on the south (rear) of the building has been moved to Phase 3. Exterior building materials will match the existing building.
- 4) The last phase addresses the interior remodeling the second floor.

Exterior site work will be coordinated with each of the phases. Landscaping and stormwater management will be completed with Phases 1 and 3.

**Recommendation**

The submitted plans were reviewed in accordance with the previous approvals, the City's development standards and land use policies for this site. The proposed changes and phasing of the project are consistent with the C2 zoning and the Comprehensive Plan. The Development Agreement has been modified to address these changes and is also being presented to the City Council for review. Staff is recommending the City Council approve the amended Site and Building Plans and Development Agreement, subject to the following conditions:

***Site and Building Plan Review***

1. This approval permits the development of the expansion of the commercial building as identified in the approved plans.
2. Approval of the final grading, drainage, utility, and erosion control plans by the Public Works Director, prior to the issuance of a building permit for this project.
3. The applicant is required to enter into a Site Development Agreement and Erosion Control Agreement with the City. Said agreements shall be executed prior to the issuance of any permits for this project.
4. The items identified in the memo from the City Engineer dated May 13, 2016 must be addressed prior to the issuance of a building permit.
5. The applicant shall explore options for landscape screening along the north side of the parking lot.
6. Prior to the installation of any signs, a sign permit is required by the City. A free-standing sign must be setback a minimum of 5-feet from the road easement.
7. A permit from Ramsey County must be received for any work in the County Road E right-of-way.
8. The trash/recycling receptacle shall be contained in an enclosure that is designed with building materials that compliment the building.
9. The Building Official is authorized to issue a building permit for the project, upon satisfaction of the conditions above.

**Attachments:**

1. Site Development Agreement
2. Memo dated May 13, 2016 – City Engineer
3. Location Map
4. Applicant's Statement and Submitted Plans
5. Motion Sheet

**SITE DEVELOPMENT AGREEMENT**  
**AMENDED 08-15-16**  
**STEPHEN LALIBERTE, 1080 WEST COUNTY ROAD E**

(I) THIS AGREEMENT is made and entered into by and between the City of Shoreview, a municipal corporation and political subdivision of the State of Minnesota (hereinafter the "City") and Stephen Laliberte, their successors and assigns (hereinafter the "Developer").

(II) On June 6, 2016 the City Council gave approval to develop certain property within the City commonly known as 1080 County Road E. Said plans were amended and approved by the City Council on August 15, 2016. Said property is legally described as follows (hereinafter the "Subject Property") :

*N 249 Ft Of E 147 Ft Of W 344 Ft Of Nw 1/4 Of Nw 1/4 (subj To Rd & Esmts) In Sec 35 Tn 30  
Rn 23*

(III) Pursuant to City Ordinances, the Developer is required:

- A. To make certain improvements to the Subject Property.
- B. To provide the City with a form of surety, approved by the City's Attorney, insuring completion of any required improvements, which remain incomplete at the time of the Developer's request for final site and building approval.
- C. To follow certain procedures, as determined by the City, to control soil erosion during the development of the Subject Property.

(IV) In consideration of the City's grant of permission allowing the Developer to develop the subject property, and in consideration of the mutual agreements contained herein, the City and the Developer agree as follows:

- A) **Applicability.** This agreement is applicable to the Subject Property.
- B) **Zoning.** The property within this development is zoned C2, General Commercial.
- C) **Special Development Terms.** The project is subject to the conditions as approved by the City Council for the Site and Building Plan Review on August 15, 2016 whether or not specified in this Agreement.
- D) **Improvements.** All improvements shall be constructed in accordance with the approval of the City Council, the City's ordinances and regulations and pursuant to approved plans and specifications.. All requirements attached to said project by the City's Council August 15, 2016, as conditions of the approval, are to be satisfied whether or not identified in this document.



- E) **Landscape Installation.** Prior to issuance of a building permit for Phase 1, the Developer shall submit a landscape plan for Phase 1 to the City Planner for approval. This Plan shall incorporate low growing plant materials in the County Road E right-of-way, subject to approval of Ramsey County, and the recommendations of the Natural Resource Specialist as identified in the City Engineer's memo dated May 13, 2016. The Developer agrees to install all plant materials as shown on the approved landscape plan and to be consistent with the standards established in the Development Regulations of the City of Shoreview. All landscape materials placed, as part of this landscape plan shall be replaced with like material if they should die within twelve months of planting.

Prior to issuance of a building permit for Phase 3, the Developer shall submit a landscape plan for Phase 3 to the City Planner for approval.

The City Planner shall estimate the cost of landscape improvements to be completed, calculating one hundred and twenty five percent (125%) of the estimated cost of the plant materials to be installed. A surety of **\$4,750.00** is required prior to the issuance of any permits for Phase 1 of this project. A surety of **\$2,500** is required prior to the issuance of any permits for Phase 3 of this project.

This surety may be in the form of cash or a self-renewing Letter of Credit insuring completion of the landscape improvements; provided, however, the Letter of Credit may have an expiration date as required by the issuing bank and in such event, Developer shall provide a replacement Letter of Credit not later than ninety (90) days prior the expiration date.

- F) **Erosion Control.** An Erosion Control Plan/Storm Water Pollution Prevention Plan (SWPPP) shall be prepared under the seal of a Registered Professional Engineer on behalf of the Developer and shall be submitted to the Public Works Director. The Developer agrees to comply with the recommendations of the Public Works Director for the subject property and shall incorporate these recommendations in to the plans and specifications. *No site grading shall occur prior to the installation of approved erosion control measures and execution of required agreements and submission of sureties.*

The development is subject to an Erosion Control Agreement, **Exhibit A**, and the Developer agrees to the terms and conditions of that Agreement.

- G) **Site Restoration.** All disturbed areas shall be restored in accordance with the best management practices and shall be consistent with the City's Surface Water Management Plan and Surface Water Pollution Prevention Plan. All disturbed areas shall be seeded and disk anchored mulched or sodded within 7 days of final grade. All common drainage swales shall be sodded or seeded and protected with wood fiber blanket.
- i) All slopes 4:1 or greater must be seeded and fiber blanketed immediately after final grading. After installation of the wood fiber blanket is completed the City requires

inspection for proper installation. The developer shall contact the City staff to arrange the site inspection.

- H) **Other Permits.** The applicant is subject to the permitting requirements of other agencies, such as Ramsey County, for the development, and shall demonstrate compliance before any City permits are issued for this site.
- I) **Stormwater Management.** All stormwater management infrastructure, including the rain gardens, on the site is private, shall utilize stormwater best management practices, and be designed to minimize the need for maintenance and reduce the chance of failure.
- J) **Maintenance of Utilities.** The Developer agrees that on-site utilities are private as identified on the approved plans. Maintenance of the private utilities is the sole responsible of the Developer. The Developer or any future property owner is responsible for locating any and all private utilities on this site. The City will not locate private utilities at anytime. The private utilities include storm sewer and infiltration basins, sanitary sewer service, looping water main with associated valves and hydrants, and water main service.
- K) **As-Builts and Grading Certification.** An as-built survey, prepared by a surveyor licensed and registered by the State of Minnesota, shall be submitted upon completion of the permitted work in Phase 1 and 3. The as-built survey shall include details of:
- i) The final site grading and all improvements;
  - ii) Any public or private infrastructure, including the storm sewer system, the water main system and the sanitary sewer system that was not shown on the as-builts submitted for the Planned Unit Development and Plat. Profiles are required.
- The as-builts shall conform to the standards specified in **Exhibit B**. The Developer shall deposit a cash escrow in the amount of **\$2,000.00** as surety for the as-built survey prior to the issuance of a building permit for Phase 1 and 3 of this project. The Developer shall provide the City with as-builts of the private infrastructure, including water, sanitary sewer, storm sewer and services.
- L) **Construction Management.** The Developer and its contractors and subcontractors shall work to minimize impacts from construction on the surrounding neighborhood by:
- i) **Definition of Construction Area.** The limits of the Project Area shall be defined with heavy-duty erosion control fencing of a design approved by the Public Works Director. Any grading, construction or other work outside this area requires approval by the Public Works Director and property owner.
  - ii) **Parking and Storage of Materials.** Adequate on-site parking for construction vehicles and employees must be provided or provisions must be made to have employees park off-site and be shuttled to the Project Area. No parking of construction vehicles or employee

vehicles shall occur on County Road E or Lexington Avenue. No fill, excavated material or construction materials shall be stored in the public right-of-way.

iii) Hours of Construction. Hours of construction, including moving of equipment shall be limited to the hours between 7:00 a.m. and 9:00 p.m. on weekdays and 8:00 a.m. and 7:00 p.m. on Saturdays. No work is permitted on Sundays or holidays without the prior approval of the City.

iv) Site Maintenance. The developer shall ensure the contractor maintains a clean work site. Measures shall be taken to prevent debris, refuse and other materials from leaving the site. Construction debris and other refuse generated from the project shall be removed from the site in a timely fashion and/or upon the request by the City. Developer shall sweep the County Road E on an as needed basis, but at least once weekly. More frequent sweepings may be required, as directed by the City Engineer. The City has the right to direct the developer to sweep other streets, including Lexington Avenue, near the construction area, if necessary. The City does not sweep streets for private development projects. Developer must have a contract for sweeping and use a water-discharge broom apparatus for street sweeping.

M) All Costs Responsibility of Developer. The Developer agrees to pay for all costs incurred of whatever kind or nature in order to construct the improvements required by the City's regulations. The City shall not be obligated to pay the Developer or any of its agents or contractors for any costs incurred in connection with the construction of the improvements, or the development of the property. The Developer agrees to hold the City harmless from any and all claims of whatever kind or nature which may arise as a result of the construction of the improvements, the development of the property or the acts of the Developer, its agents or contractors in relationship thereto.

N) Release of Sureties and Escrows. The City will consider the release of sureties upon the written request of the Developer. Sureties will not be released until the Developer has demonstrated that the development complies with the approved plans and applicable City Ordinances and standards.

O) Default The occurrence of any of the following after written notice from the City and thirty (30) days to cure (or such longer period as may be reasonable) shall be considered an "Event of Default" in the terms and conditions contained in this Agreement:

- i) The failure of the Developer to comply with any of the terms and conditions contained in this agreement;
- ii) The failure of the Developer to comply with any applicable ordinance or statutes with respect to the development and operation of the subject property.

P) Remedies Upon the occurrence of an Event of Default, the City, in addition to any other remedy, which may be available to it, shall be permitted to do the following:

- i) City may make advances or take other steps to cure the default, and where necessary, enter the subject property for that purpose. The Developer shall pay all sums so advanced or expenses incurred by the City upon demand, with interest from the dates of such advances or expenses at the rate of 10% per annum. No action taken by the City pursuant to this section shall be deemed to relieve the Developer from curing any such default to the extent that it is not cured by the City or from any other default hereunder. The City shall not be obligated, by virtue of the existence or exercise of this right, to perform any such act or cure any such default.
- ii) The Developer shall save, indemnify, and hold harmless, including reasonable attorneys fees, the City from any liability or other damages, which may be incurred as a result of the exercise of the City's rights pursuant to this section.
- iii) Obtain an order from a court of competent jurisdiction requiring the developer to specifically perform its obligations pursuant to the terms and provisions of this Agreement.
- iv) Exercise any other remedies, which may be available to it, including an action for damages.
- v) Withhold the issuance of a building permit and/or prohibit the occupancy of any building(s) for which permits have been issued.

In addition to the remedies and amounts payable set forth or permitted above, upon the occurrence of an Event of Default, the Developer shall pay to the City all fees and expenses, including reasonable attorneys fees, incurred by the City as a result of the Event of Default, whether or not a lawsuit or other action is formally taken.

- Y) Limitation on obligations. Notwithstanding anything to the contrary, the City will only look to the Developer for performance of the obligations of the Developer under this Agreement as they pertain to the Subject Property.
- Z) Estoppel. Upon written request by either party, the other party shall certify, by written instrument information pertaining to the authenticity of the Agreement, whether Agreement is in full force and effect, disclosure of defaults by other party, and other information reasonably requested by the other party.

(V) **IN WITNESS WHEREOF**, the City and the Developer have executed this Agreement.

Approved by the City Council of Shoreview, Minnesota, this August 15, 2016.

**STEPHEN LALIBERTE**

**CITY OF SHOREVIEW**

**EXHIBIT 'A'**

**EROSION CONTROL ESCROW AGREEMENT**

(A) THIS AGREEMENT is made and entered into by and between the City of Shoreview, a municipal corporation of the State of Minnesota (hereinafter the "City"), and Stephen Laliberte, its successors and assigns (hereinafter the "Developer").

(B) The City and the Developer have executed a Site Development Agreement that obligates the Developer to control soil erosion during the development of the subject property. To secure erosion control during the development of this site, the Developer has submitted a cash surety to the City of Shoreview in the amount of **\$2,000** as required for Phase 1. A cash surety to the City of Shoreview in the amount of **\$2,000** will be required for Phase 3. The Developer has submitted this financial surety to the City on the following conditions:

1. The developer shall not receive interest on the amount of the surety.
2. The developer agrees that the surety may be utilized by the City to ensure compliance with the terms of the Development Contract regarding erosion control and/or to maintain all utility construction on the site, including the cleaning of road surfaces and storm sewer systems, until the Engineering Department has determined that erosion control has been satisfied. The surety may also be utilized for problems created off the site directly or indirectly as result of on-site conditions.
3. The developer agrees, upon written notification from the Public Works Director that proper erosion control methods are not being taken, to remedy the problem identified within 48 hours. In the event the remedy is not satisfactorily in place within that time period, the Developer acknowledges that the City may utilize the surety to complete the necessary work.
4. Any funds not so utilized by the City shall be returned to the Developer once the Public Works Director has determined that the need for erosion control has been satisfied, or the funds have been replaced by a successor in interest.
5. Any soils transported to this site or exposed on the site shall be seeded consistent with a plan approved by the Public Works Director.

This agreement shall not supersede any specifications required by the Public Works Director on the approved grading plan.

(C) The Developer agrees to reimburse the City at a rate of \$55.00 per hour for each hour or fraction thereof used by a City employee in the administration of the Escrow Agreement. The obligations imposed by this paragraph shall commence on the date of execution of the Escrow Agreement by the Developer.

Laliberte – 1080 West County Road E  
File No. 2616-16-15  
Page 7 of 10

**IN WITNESS WHEREOF**, the City and the Developer have executed this agreement this 15th day of August, 2016

**STEPHEN LALIBERTE**

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**CITY OF SHOREVIEW**

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Terry Schwerm, City Manager

## EXHIBIT 'B'

### **Record Plan Requirements**

As-built plans are required for all public and private improvements.

After the completion of Developer-installed public improvements, the City Engineer shall be provided with two blueline sets of record drawing plans of the project for review purposes.

Upon final approval of the blueline record drawing plans of the project, the City Engineer shall be provided with one full size set (22"x 34") of mylar copies of the approved record drawing plans of the project. All record plans shall be mylar sepia from inked and clearly legible drawings, accurately drawn to scale. Proper notes and statements as required in this manual shall be placed on the plans.

The City will also be provided with the as-built drawings on disk in the City-approved format as follows:

#### *Electronic As-Builts*

Required on compact disk or DVD.

All information must be in AutoCAD R14 version or newer in DWG format.

Approved final plat sheet and AutoCAD drawings submitted in Ramsey County coordinates.

As-built construction plan sheets and drawing files shall have descriptive layer names or a key for the layer names.

Overall development plan with all utilities (curb stops, clean outs, MHs, fees CBs, GVs, etc.) in Ramsey County coordinates.

Show Ramsey County monuments used for the survey.

After completion of construction, all manholes, catch basins, hydrants and other elements of the project shall be re-measured with an as-built field survey. The plans shall be corrected and modified to show the correct distances, elevations, dimensions, alignments, and any other change in the specific details of the plans. All changes and modifications on the record plan shall be drawn to scale to accurately represent the work as constructed. Incorrect elevations, distances, etc. shall be crossed out from the original plan sheets and corrected as necessary to complete the record plan.

At a minimum, record plans shall include:

#### *General*

All construction contractor names should be noted on each page.

Record Plan stamp with date should be shown on each page.



All utilities in Ramsey County coordinates system.  
All ties should be less than 100'.  
Grading limits and elevations.  
Bench marks used and TNH elevations.

*Grading Plan As-Builts*

Existing ground elevations at all lot corners  
Spot elevations at all house pads (hold down elevations)  
Spot elevations of pond bottom (50' maximum grid)  
Drainage and utility easement and outlot spot elevations  
Pond water elevations and date taken.  
Prior to close out, as-builts of ponding areas must be done to verify depths after house construction is complete.

*Sanitary Sewer, Water Main*

As-built elevations (invert & rims), pipe lengths, and grades for all lines  
Note describing pipe type and size for each run and for services  
Wye stationing and location from TV reports  
Elevation of riser  
Cross out proposed elevations and write as-built above – DO NOT remove proposed elevations from plan.  
All curb boxes and sanitary sewer services shall be tied with at least two ties, using the following priorities:  
The building or structure being served, with address  
Fire hydrants  
Manholes, catch basins  
Neighboring structures, with the address noted  
Other permanent structures (bridges, telephone boxes, pedestals, transformers)  
Power poles, streetlights, etc.  
All gate valves shall be tied with at least two ties, using the following priorities:  
Fire hydrants  
Manholes  
Catch basins  
Neighboring structures, with the address noted  
Buildings or other permanent structures (bridges, telephone boxes, pedestals, transformers)  
Power poles, streetlights, etc.  
As-built elevations of each hydrant at top nut  
Any deviations of fittings from those shown on the plan  
Note describing pipe type and size for mainline and for services  
Stationing of corporation stop on water main

### Storm Sewer

As-built elevations (invert & rim), pipe lengths, and grades for all lines

Note describing pipe type and size for each run.

Cross out proposed elevations and write as-built above – DO NOT remove proposed elevations from plans.

As-built plans on all ponding areas are required. Plans shall indicate finished contours at two-foot intervals, normal water elevation, high water elevation, and the acre-feet of storage for each ponding area, along with the final storm sewer plans. Upon completion of pond construction, ponds shall be cross-sectioned to confirm that they have been constructed to the proper volume and shape. As-built record plans shall be prepared for all ponding areas just prior to closing project out.

### Streets

Show where fabric has been placed in the streets on the plan portion of the as-builts.

Show locations where subgrade corrections were done on the projects as approved by a soils engineer.

Date: May 13, 2016  
To: Kathleen Castle, City Planner  
From: Tom Wesolowski, City Engineer  
Subject: Site & Building Plan Review Application  
Odds & Ends Again Building – 1080 County Road E

The City of Shoreview Engineering staff has reviewed the preliminary plan submittal for the Odds & Ends Again building dated April 22, 2016. The Engineering staff has the following comments regarding the proposed development:

1. The proposed project is located within the Rice Creek Watershed District (RCWD). The developer contacted the RCWD and due to the size and nature of the project a permit is not required by the watershed.
2. Due to the nature of the project, the City does not require any stormwater improvements on the site. As part of the improvements, the developer is proposing to install depressions on the east side of the building to help retain roof runoff. If the soils are not adequate for infiltration, plants suitable for a rain garden will be installed in the depressions.
3. An erosion control cash deposit will be required for the development.
4. The development plans will be presented to the Environmental Quality Committee for comment at their May 23<sup>rd</sup> meeting.
5. The proposed replacement tree species selection of Colorado Blue Spruce is a tree species highly susceptible to the tree disease *Rhizosphaera* needle cast, which is prevalent in Shoreview. More information about this disease can be found here: <http://www.extension.umn.edu/garden/yard-garden/trees-shrubs/spruce-tree-diseases/rhizosphaera-needle-cast/>  
Staff suggest the landscape plan consider alternative tree species instead of non-native Colorado Blue Spruce. Such options can be found here: <http://www.extension.umn.edu/garden/yard-garden/trees-shrubs/recommended-trees-for-minnesota/southeast/>





# 1080 County Road E - Liberty Holdings Stephen Laliberte



## Legend



- City Halls
- Schools
- Hospitals
- Fire Stations
- Police Stations
- Recreational Centers
- Parcel Points
- Parcel Boundaries

## Notes

Site and Building Plan Review

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.  
THIS MAP IS NOT TO BE USED FOR NAVIGATION

200.0 0 100.00 200.0 Feet

NAD\_1983\_HARN\_Adj\_MN\_Ramsey\_Feet  
© Ramsey County Enterprise GIS Division

August 8, 2016

Stephen Laliberte  
Liberty Holdings, LLC  
1080 West County Rd E  
Shoreview, MN 55126

Kathleen Castle  
City Planner  
City of Shoreview

Dear Ms. Castle:

Thank you for your assistance in presenting the Site and Building Plan Review application. Based on the June 6<sup>th</sup> City Council approval, we received estimates from a number of contractors. We were very surprised when the bids came at almost double the cost we were given in preliminaries. Given financial constraints, we would like to alter our plans to defer certain phases of the project.

In reviewing the Site Development Agreement, I did not observe any require time frames on the project. I would like to communicate our intent.

Specifically we would like to focus the first phase on those components required to achieve more retail space. We propose to complete Phase 1 and Phase 2 below in the next 12 months.

Phase 1 – north addition  
Phase 2 – first floor - remodel  
Phase 3 – south addition (warehouse)  
Phase 4 – second story - remodel

We may be able to complete phase 3 and 4 within the next 2 to 4 years depending on business growth and the property valuation increase from improvements.

Sincerely,

Stephen Laliberte  
Chief Operating Officer  
Liberty Holdings, LLC



hw² design + architecture, llc  
www.hw2design.com 612.532.4147  
3904 39th Ave. S., Minneapolis, MN 55406

August 8, 2016

TO: Department of Community Development  
City of Shoreview  
4600 Victoria Street North  
Shoreview, MN 55126

Re: 1080 County Road E Building addition and remodel.

Dear Community Development Team,

The current owners of the 1080 County Road E property are excited to update their building and gain additional square footage for their growing business. After this project went through formal bidding, the owners have decided to phase the work for budgeting reasons, the phases will be completed over the next few years. Please see the attached owner's letter explaining the phases.

Phase 1: A proposed addition of 1,613 square feet to the north (front) of the building that will house additional retail space for the Odds & Ends Again store. It will be a one story addition that will be clad in a brick mix very similar to the variegated brick mix on the existing two story building. The small two story addition that housed a new wheel chair lift and second story lobby will be omitted from the scope of work. The windows to the east and west will mimic the thin vertical windows on the existing building. The front (north) face will have larger punched window openings in a thermally treated wood rain screen. The wood will be dark brown playing off of the darker colors in the brick mix. There will be one main covered canopy at the double front doors. The two windows flanking the main entrance door will re-use (with slight modification) the existing black awnings. They will not have open C-channel canopies as originally proposed. Due to the second story tower being removed from the scope of work, the proposed purple metal coping tie in with the owners branding will not be included. The existing metal fascia on the existing building will stay the bronze color. The interior of the new addition will be open show room floor and a new entrance vestibule with the existing stairs.

Phase 2: The existing first floor functions will move into the new addition and then selective remodeling will be done throughout, including opening up the two foot wide window openings on the north to connect the retail spaces and removal of some interior partitions to create larger rooms on the show room floor. The office space will become smaller than originally planned with just two offices. The point of sales will be moved up to be centrally located on the east side of the show room floor. The bathrooms will be demolished and updated to meet accessibility standards. The back south east corner will have a double door for ease of bring in large pieces of furniture and will be the connection to the future warehouse space in back. This rear access to the loading area will remove the need to

move large pieces of furniture through the front door. The HVAC system will be updated as required for the new layout.

Future Phase 3: A proposed one story addition of 1,299 square feet to the south (back) of the building will be the new unloading area for the company's vehicles and loading area for larger furniture that is purchased. It will have two garage doors facing to the west. It will be clad in brick to match the existing building and have a few clerestory windows for natural daylighting into the space. It will also allow for additional storage while products are being inventoried to help keep the retail portion uncluttered.

Future Phase 4: The existing second story office space interior partitions will be removed and the office will have a new layout and improved HVAC system. The north (front) windows will not be modified. The lift tower and lobby have been removed from the scope of work.

Exterior work: The existing exterior fascia and coping will not be replaced. The existing parking lot was resurfaced a year ago, so the goal is to limit the amount of rework to the lot. There will be a slight reconfiguration to the striping and some minor resurfacing due to construction and new water main. When future phase 3 starts a portion of the parking surface in the south east corner will be turned back into pervious surface (turf) along with a larger green space between the parking lot and building to bring the site back into compliance for impervious surface area. Plantings around the existing site have been added to bring the site in more compliance with the city parking screening requirements, as shown on the plans a few of the plantings will be installed during future phase 3. The site does not have any storm water management and the city does not have any storm water management system in place for the site to connect to. Two depressions will be located on the east side of the building to help retain roof runoff. The building water service will need to be increased due to the cities requirement for a fire suppression system to be installed throughout the entire building during the appropriate phase. Also the existing pylon sign which was on the site when the current owners purchased the building will be replaced and moved 1'-6" into the property to make it conforming.

If you should have any additional questions regarding the proposed work please feel free to contact me.

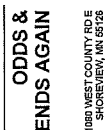
Sincerely,

A handwritten signature in black ink that reads "Andrea Hammel Wollak". The signature is written in a cursive, slightly stylized font.

Andrea Hammel Wollak, AIA, LEED BD+C  
Principal  
Hw<sup>2</sup> design + architecture, llc







WHEREBY CERTIFY THAT THIS PLAN  
SPECIFICATION OR REPORT WAS PREPARED  
BY ME OR UNDER MY DIRECT SUPERVISION  
AND THAT I AM A DULY LICENSED ARCHITECT  
UNDER THE LAWS OF THE STATE OF  
MINNESOTA  
NAME: ANDREA HAMMEL WOLK  
SIGNATURE: *Andrea Hammel Wolk*  
DATE: 07.11.2018 LICENSE: M0182

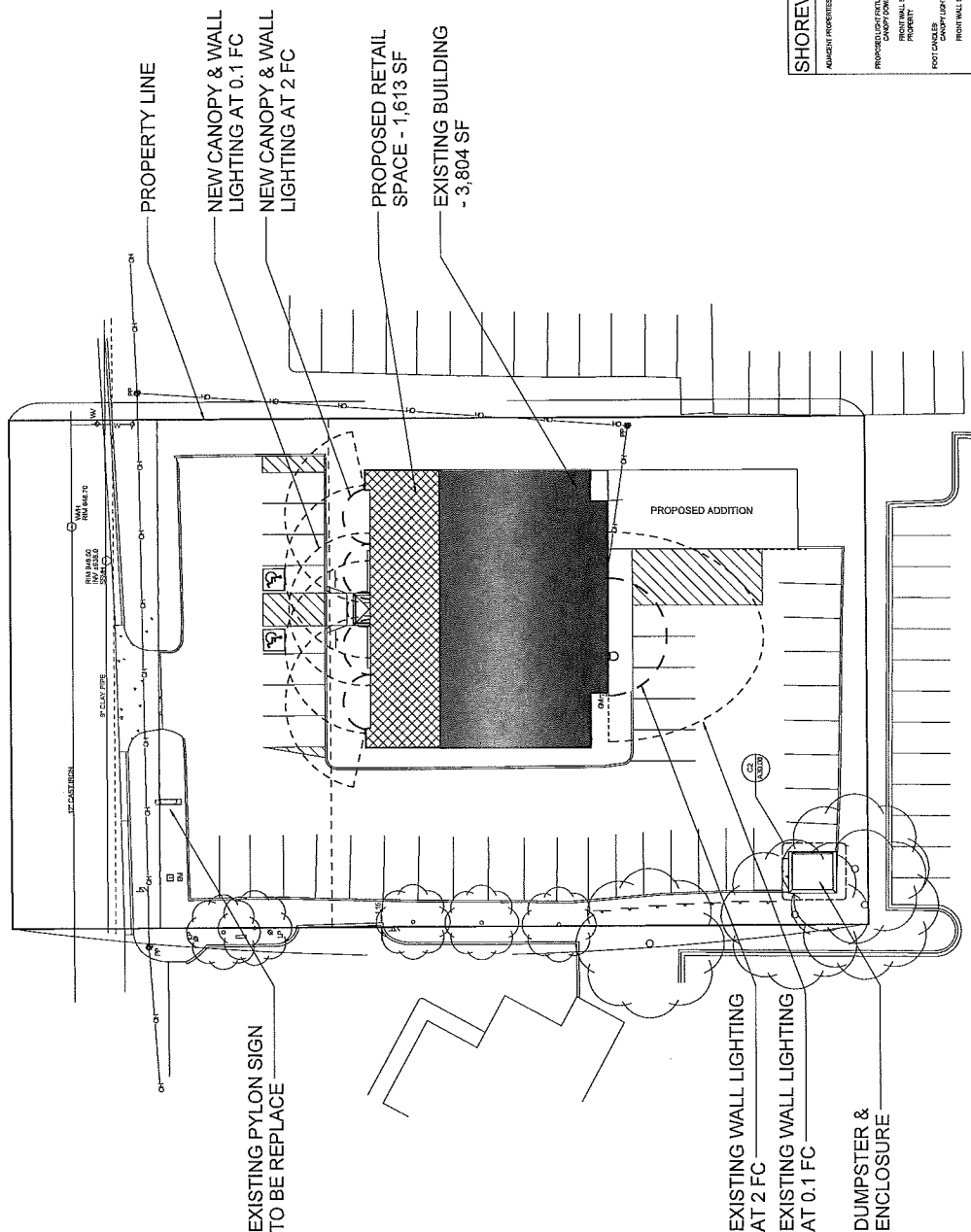
NO	TO CITY	09.09.16
	PHASE I BID & PERMIT	07.11.16
	ISSUE	DATE

**Sheet Information**

Date	06.11.16
Job Number	15,020,1214
Drawn	AHW
Checked	HW
Approved	AHW

## SITE PLAN

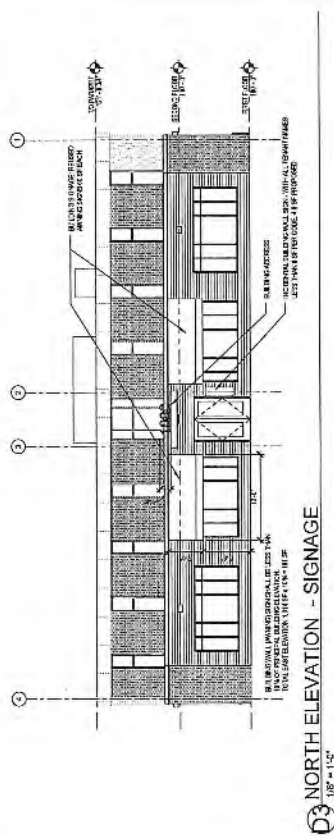
**A20.00**



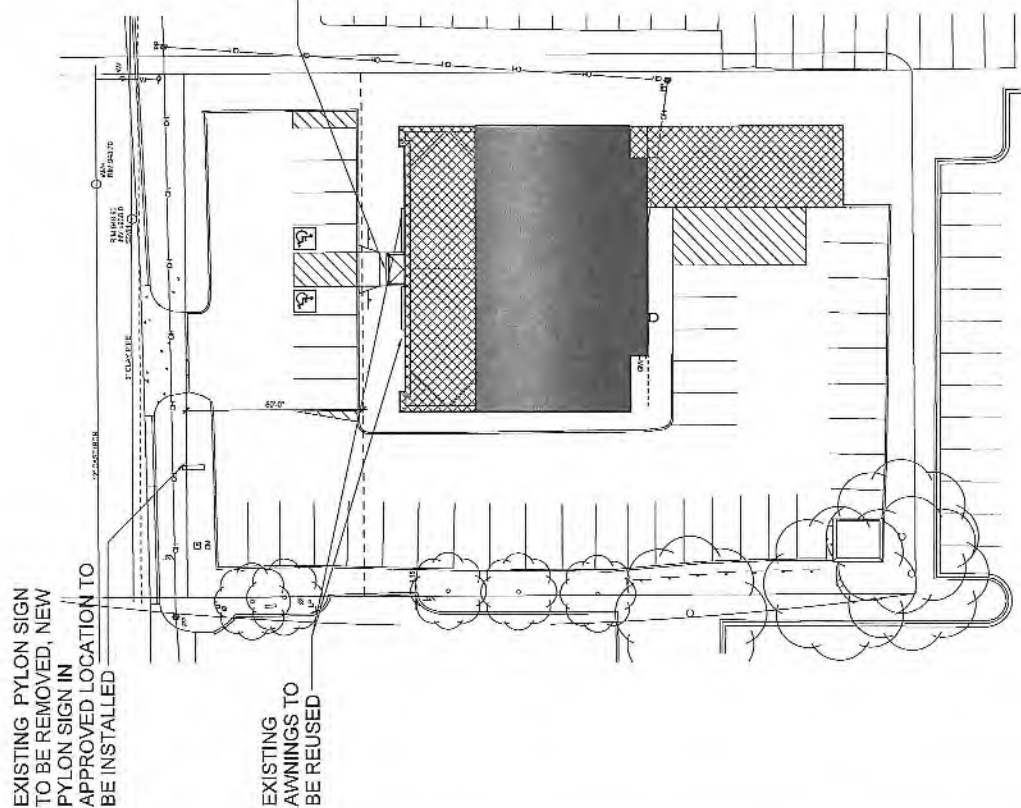
## SHOREVIEW LIGHTING STANDARDS

NORTH COUNTY ROAD  
 ELMHURST, ILLINOIS 60120  
 EAST 100' PLANNED UNIT DEVELOPMENT AUTOMATIC BROADWAY &  
 WEST 42' GENERAL COMMERCIAL (GAS STATION)  
 PROPOSED LIGHT FEATURES  
 CANOPY DOWNLIGHTS: PER RAINCOATS NOT TAKE LIGHT BLEED OFF PROPERTY  
 FRONT WALL, SCISSOR FULL CROSE DOWNLIGHT, PER RAINCOATS NOT TAKE LIGHT BLEED OFF  
 PROPERTY  
 CANOPY LIGHT: MAX FOOT CANCELS AT DIRECT POINT UNDER RAINCOATS 2.8 FT FC  
 FOOT CANCELS  
 PROPOSED LIGHT: MAX FOOT CANCELS AT DIRECT POINT UNDER RAINCOATS 4.8 FT FC

DATE	ISSUE	NOTE
Sheet Information		
DATE	05/11/12	
Job Number	15 000 1214	
Drawn	A-1/1	
Checked	9472	
Approved	A-1/1	



REUSED AWNING SIGNAGE



**A5** SITE SIGNAGE PLAN  
1"=18' = 1'-0"



# ODDS & ENDS AGAIN

1690 WEST COUNTY RD. E  
SHOREVIEW, MN 55125

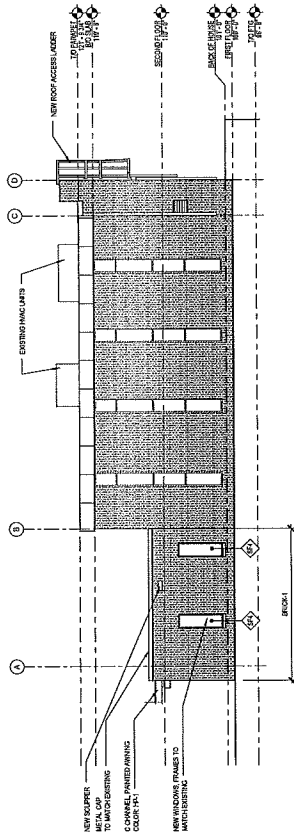
DESIGNED BY: hW  
PROJECT NO.: 1690 WEST COUNTY RD. E  
DATE: 10/1/10  
DRAWN BY: J. L. LUSKE  
CHECKED BY: J. L. LUSKE  
APPROVED BY: J. L. LUSKE

NO.	DESCRIPTION	DATE
1	10/1/10	
2	10/1/10	
3	10/1/10	
4	10/1/10	
5	10/1/10	
6	10/1/10	
7	10/1/10	
8	10/1/10	
9	10/1/10	
10	10/1/10	

## EXTERIOR ELEVATIONS

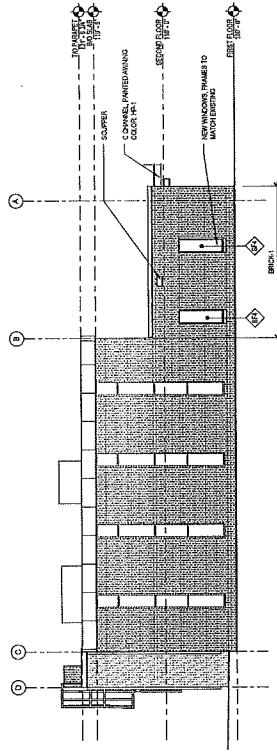
Sheet  
**A40.00**

NOTE: MEP DESIGN BUILD. ANY NEW ROOF TOP UNITS OR ADDITION SHALL BE SCHEDULED W/PS-1.



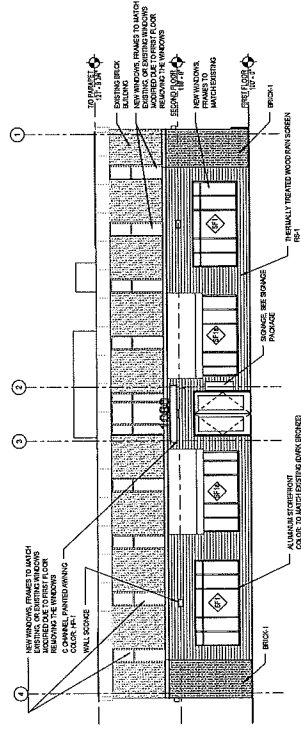
**CS WEST ELEVATION**  
1/8" = 1'-0"

NOTE: MEP DESIGN BUILD. ANY NEW ROOF TOP UNITS OR ADDITION SHALL BE SCHEDULED W/PS-1.

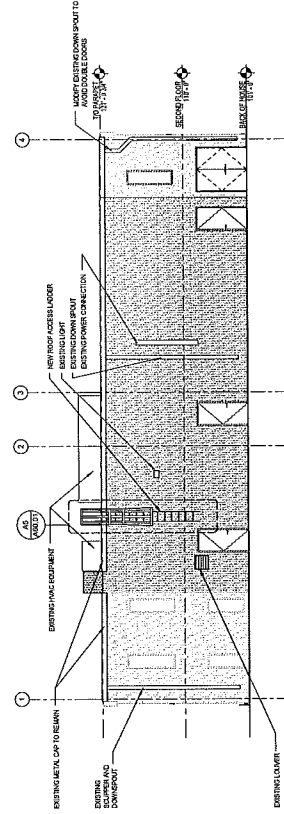


**CS EAST ELEVATION**  
1/8" = 1'-0"

NOTE: MEP DESIGN BUILD. ANY NEW ROOF TOP UNITS OR ADDITION SHALL BE SCHEDULED W/PS-1.



**A3 NORTH ELEVATION**  
1/8" = 1'-0"



**A3 SOUTH ELEVATION**  
1/8" = 1'-0"



ODDS &  
ENDS AGAIN

1484 WEST COUNTY RD E  
SHOREVIEW, MN 55178

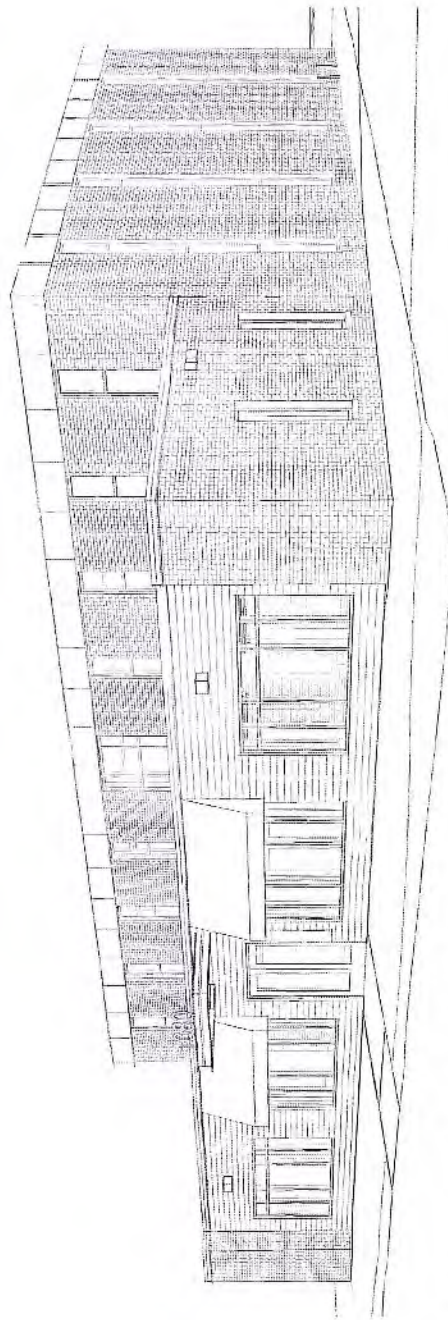
INTERIOR DESIGN MATERIAL  
IN THE STATE OF MINNESOTA  
FOR THE PROJECT OF THE ODDS &  
ENDS AGAIN PROJECT  
1484 WEST COUNTY RD E  
SHOREVIEW, MN 55178  
DATE: 01/11/18

NO.	DESCRIPTION	DATE	BY
1	Sheet Information	01/11/18	hW2

File	01/11/18
Job Number	1484 WEST COUNTY RD E
Drawn	hW2
Checked	hW2
Approved	hW2

PERSPECTIVES

Sheet  
A90.00



65 NORTH WEST CORNER PERSPECTIVE

MATERIALS



BRICK



WOOD SIDING

ROOFING



MATERIAL IMAGES

12" x 12"



PROFESSIONAL LAND SURVEYORS  
7725 50th HIGHWAY S.W.  
METROPOLITAN, MINNESOTA 55412  
612-831-0151  
FAX 612-831-0100  
Email: karp@ppls.org



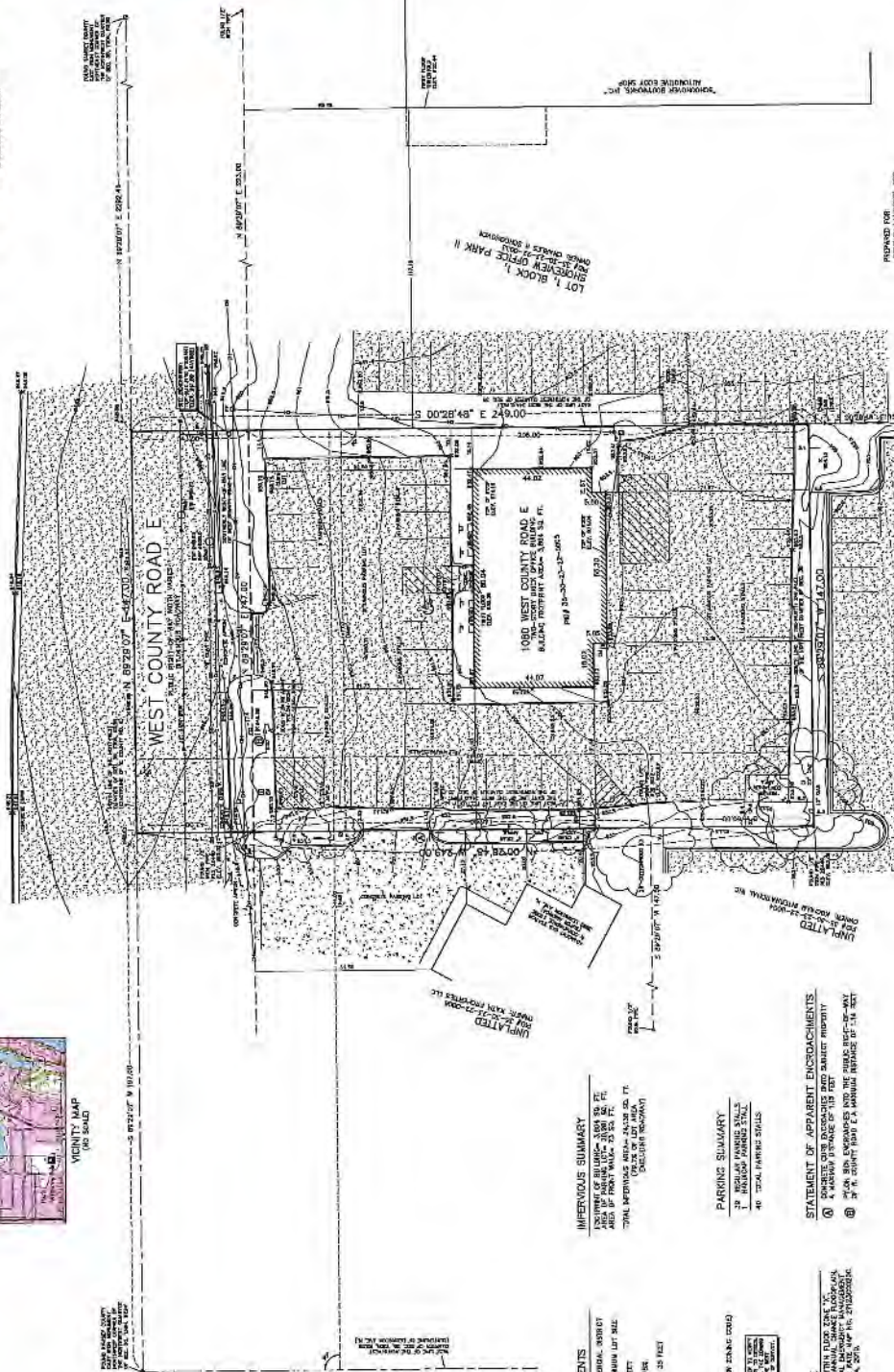
1000 WEST COUNTY ROAD E, FORTIT



**LOT AREA SUMMARY**



100 WEST COUNTRY ROAD, E. 19



WARRANTY DEED DEC. NO. 3980112

[illegible]

PERVIOUS SURFACET  
SCHEMATIC OF BUILDING= 3,604 SQ. FT.  
AREA OF PAVING LOT= 30,301 SQ. FT.  
AREA OF FRONT WALK= 73 SQ. FT.  
TOTAL IMPERVIOUS AREA= 24,130 SQ. FT.  
(79.7% OF LOT AREA)  
CUMULATIVE TOTAL

PARKING SPACES	
20 REGULAR PARKING SPACES	
1 HANDICAP PARKING STALL	
40 TOTAL PARKING SPACES	

(A) CONCRETE CURB EMBANKMENTS INTO SUBJECT PROPERTY  
A MAXIMUM DISTANCE OF 1.15 FEET

99.8 ACCT PROPERTY LIES WITHIN FLOOD ZONE "X"  
AREAS OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN  
ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT  
AGENCY FLOOD INSURANCE RATE MAP NO. 2713200025C

CERTIFICATE OF SURVEY



PREPARED FOR:  
STEWART LALONDE, 1000  
SOUTHERN PACE, LLC  
1000 WEST COUNTY ROAD E  
SHOREVIEW, MINNESOTA 55125

Daniel Carey



ODDS &  
ENDS AGAIN

1600 WEST COUNTY RD E  
SHOREVIEW, MN 55126

**Larson Engineering, Inc.**  
3024 Larson Road  
Shoreview, MN 55126  
(612) 481-3120 (F) (612) 481-5201  
www.larsoneng.com

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I hereby certify that the data  
specifications or report was prepared  
by me or under my direct supervision  
and that I am a duly licensed  
Professional Engineer in the State of  
Minnesota.

*Walter K. Larson*  
Walter K. Larson, P.E.  
Date: 07/11/2016 Reg. No.: 41892

NO.	DESCRIPTION	DATE
1	Sheet Information	07/11/2016
2	Job Number	15.000.1214
3	Drawn by	WKL
4	Checked by	WKL
5	Approved by	WKL

DEMOLITION  
PLAN

Sheet  
C1.0

# ISSUED FOR PERMIT

## SYMBOL LEGEND

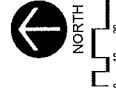
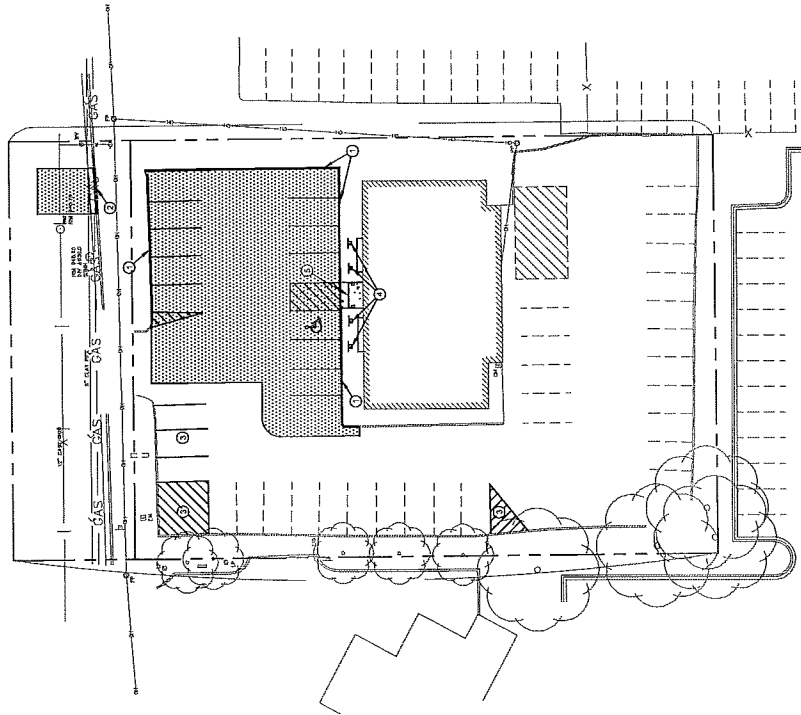
- REMOVE AND DISPOSE OF EXISTING  
BITUMINOUS PAVEMENT SECTION
- REMOVE AND DISPOSE OF EXISTING  
CONCRETE PAVEMENT SECTION

## KEY NOTES

- ① REMOVE AND DISPOSE OF EXISTING BITUMINOUS CURB AND  
BUTTER.
- ② REMOVE AND DISPOSE OF EXISTING CONCRETE CURB AND  
BUTTER.
- ③ REMOVE EXISTING STRIPING.
- ④ REMOVE AND SALVAGE EXISTING SIGNS.
- ⑤ REMOVE EXISTING ENTRY STOP AND CANOPY. REFER TO  
ARCHITECTURAL AND STRUCTURAL DRAWINGS.

## DEMOLITION NOTES

- Verify all existing utility locations.
- It is the responsibility of the Contractor to perform or coordinate all  
necessary utility shutdowns and relocations from existing utility locations  
to all existing structures and buildings. These structures include, but are  
not limited to, water, sewer, storm, gas, electric, telephone, cable, and  
lighting, etc.
- Prior to beginning work, contact Gopher State OneCall (888-454-0022) to  
locate utilities throughout the area under construction. The contractor  
will be responsible for the protection of any existing utilities located in private  
yards.
- Remove along edges of pavements, sidewalks, and curbs to remain.
- All construction shall be performed in accordance with state and local  
standard specifications for construction.





# ISSUED FOR PERMIT

## SYMBOL LEGEND

- NEW 3" BITUMINOUS PAVEMENT OVER EXISTING PAVEMENT
- NEW 4" CONCRETE PAVEMENT OVER EXISTING PAVEMENT
- 8" AGGREGATE BASE
- SEE DETAIL 205.6
- REPLACE COUNTY ROAD E PAVEMENT SECTION TO MATCH EXISTING

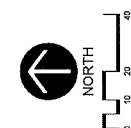
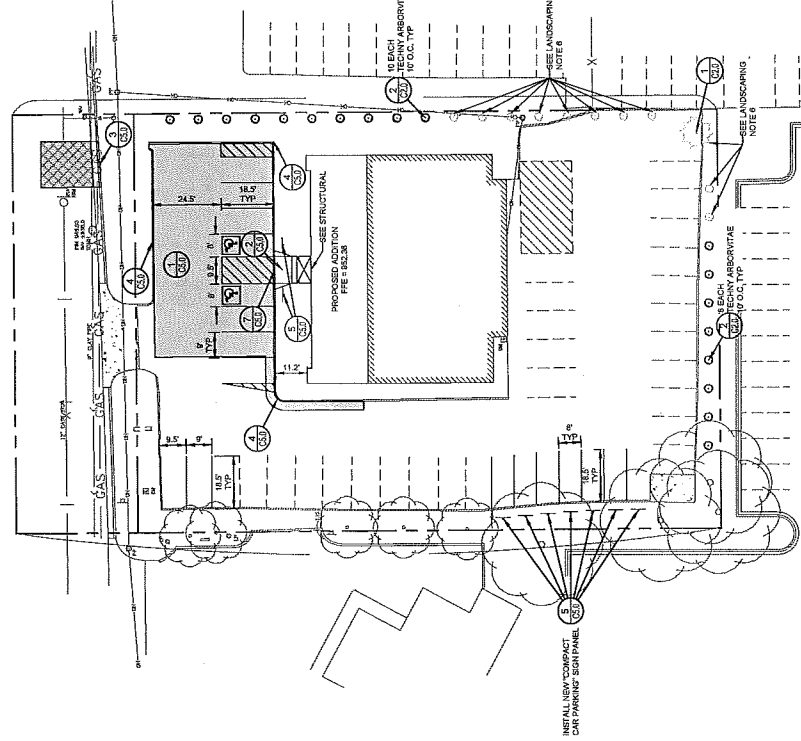
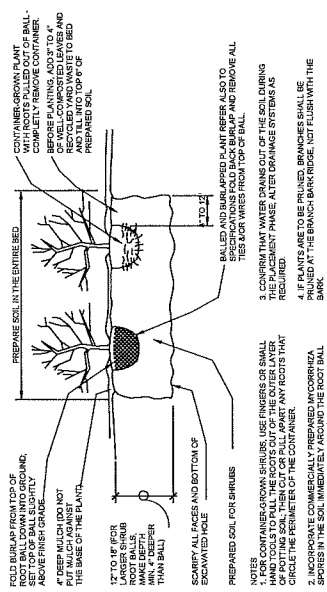
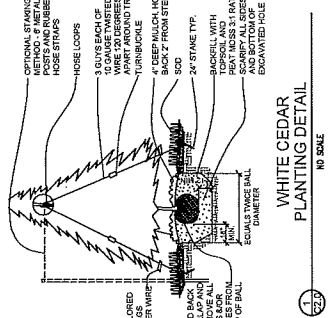
WHERE APPLICABLE DIMENSIONS ARE FROM EXISTING CURB TO END OF STALL LINE

## AREA CALCULATION

TOTAL LOT AREA = 32,352 SF  
 TOTAL IMPERVIOUS AREA = 23,550 SF (72.77%)

## LANDSCAPING NOTES

1. PLANTING AREAS SHALL BE DESIGNED WITH A BACKSTOP OF 10' MINIMUM. PLANTING SHALL BE OVER A WEED BARRIER FABRIC. LANDSCAPING ROCK SHALL BE 18" DIA. OR LARGER. ROCK SHALL BE PLACED ON EXISTING LANDSCAPING ROCK ON THE PROPERTY.
2. ALL TREES NOT PLANTED IN LANDSCAPED AREAS SHALL HAVE SHREDED HARDWOOD MULCH PLACED AROUND THE TREE AT 4" DIAMETER AND 6" DEEP.
3. ALL TREES NOT PLANTED IN LANDSCAPED AREAS SHALL HAVE SHREDED HARDWOOD MULCH PLACED AROUND THE TREE AT 4" DIAMETER AND 6" DEEP.
4. ALL TREES NOT PLANTED IN LANDSCAPED AREAS SHALL HAVE SHREDED HARDWOOD MULCH PLACED AROUND THE TREE AT 4" DIAMETER AND 6" DEEP.
5. ALL TECHNY ARBORVITAE TO BE A MINIMUM OF 2.5' TALL.
6. WHITE CEDAR TO BE A MINIMUM OF 7' TALL.
7. ALL PLANTING SHALL BE COMPLETED WITH PLANTING BUILDING ADDITION.



## TECHNY ARBORVITAE SHRUB PLANTING

NOT TO SCALE

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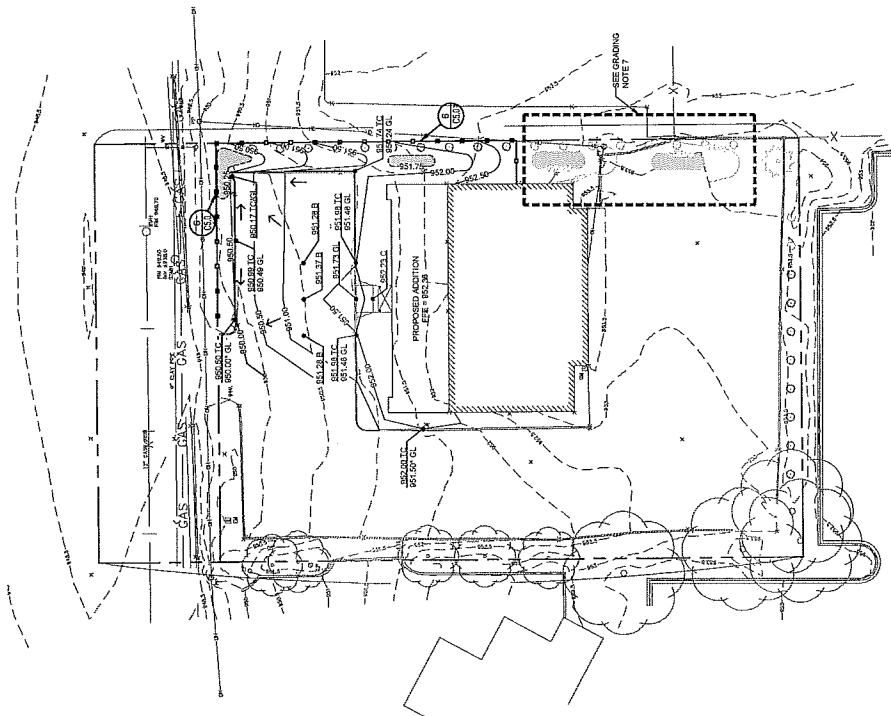
32

### LEGEND

- EXISTING CONTOURS  
PROPOSED CONTOURS - MAJOR INTERVAL  
PROPOSED CONTOURS - MINOR INTERVAL  
PROPOSED GRADE  
GRADE SLOPE  
ST. FENCE  
RIP-RAP / ROCK CONST. ENTRANCE  
INLET PROTECTION  
FUTURE GRADING AREA  
SLOT ABREVIATIONS:  
TC - TOP OF CURB  
TYP - TYPICAL  
B - BENTHUSION  
C - CONCRETE  
TYP - TOP OF WALL  
BM - BOTTOM OF WALL (FIS)  
550 00 12  
540 00 12  
530 00 12  
2.0%  
550 00 12  
540 00 12  
530 00 12

### EROSION CONTROL NOTES

- [illegible]



**Larson**  
Engineering, Inc.  
3524 Labore Road  
White Bear Lake, MN 55110  
651.481.9120 (f) 651.481.9201  
[www.larsonengr.com](http://www.larsonengr.com)

I hereby certify that this plan, specifications or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the state of Minnesota.

*Maat Woodliff*  
 \_\_\_\_\_  
 Eric M. Last, P.E.

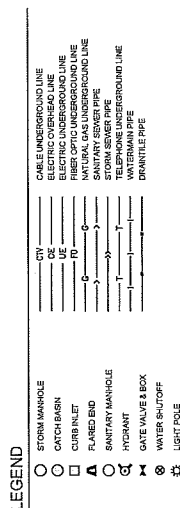
Date: 07/11/2016 Reg. No.: 41885

NO	ISSUE	DATE
<b>Sheet Information</b>		
Date	07.11.2016	
Job Number	15.020.1214	
Drawn	MJM	
Checked	MJM	
Approved	MJM	

Title	UTILITY PLAN
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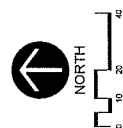
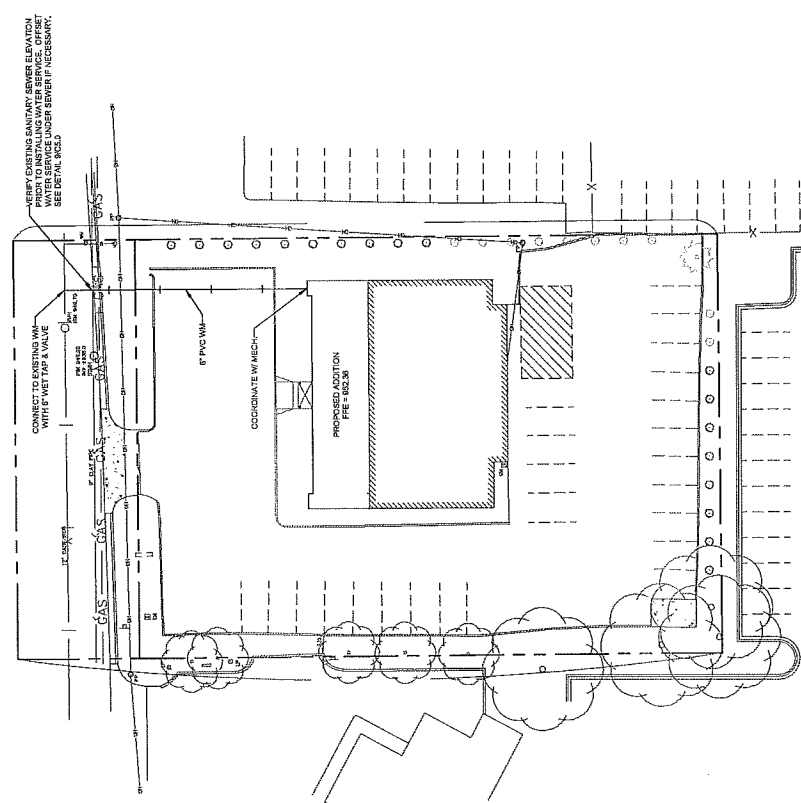
Sheet  
C4.0

**ISSUED FOR PERMIT**



## UTILITY NOTES

1. Is the replacement of the contractor to perform or complete all necessary utility connections and related work to be performed in accordance with the applicable codes and standards, and the specifications from existing utility locations to be performed building, well and/or to create new ones? If not, are not to be used, sanitary sewer, storm, water, gas, telephone, gas, electric, data lighting, etc.
2. All services necessary to be performed in accordance with state and local electrical specifications for construction. Utility connections (sanitary sewer, watermain, and storm sewer) shall be installed in accordance with applicable codes and standards.
3. The contractor shall verify the installation of proposed connections to existing utilities prior to any demolition or excavation.
4. The contractor will verify all appropriate utility engineering documents and utility companies 72 hours prior to construction. All necessary precautions shall be made to avoid damage to existing utilities.
5. Storm sewer requires testing in accordance with Minnesota plumbing code 915.210-200 and related codes with 15 tests of tightness in its utility.
6. Storm sewer requires testing in accordance with Minnesota plumbing code 915.210-200 and related codes with 15 tests of tightness in its utility.
7. Minnesota plumbing code 915.210-200 and related codes and standards apply to the project.
8. The contractor shall verify the installation of proposed connections to existing utilities prior to any demolition or excavation.
9. The contractor shall verify the installation of proposed connections to existing utilities prior to any demolition or excavation.
10. All materials being used in the plans shall be INDOOT class 3.
11. The contractor shall verify the installation of proposed connections to existing utilities prior to any demolition or excavation.
12. The contractor shall verify the installation of proposed connections to existing utilities prior to any demolition or excavation.



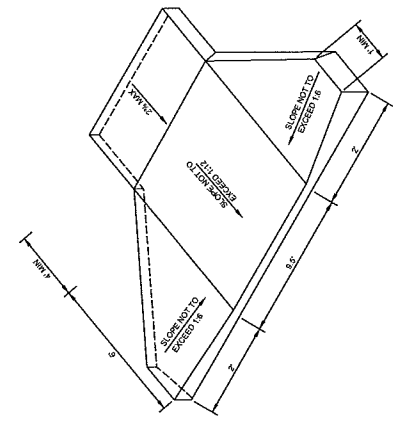
NO.	REVISION	DATE
1	ISSUE	07.11.2018

Sheet Information	
Drawn	07.11.2018
Job Number	150007214
Project Name	ODDS & ENDS AGAIN
Client	ODDS & ENDS AGAIN
Location	1680 WEST COUNTY ROAD
Scale	AS SHOWN
Author	WLB
Checked	WLB
Approved	WLB

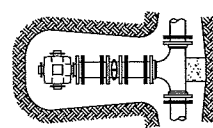
**DETAILS**

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**C5.0**

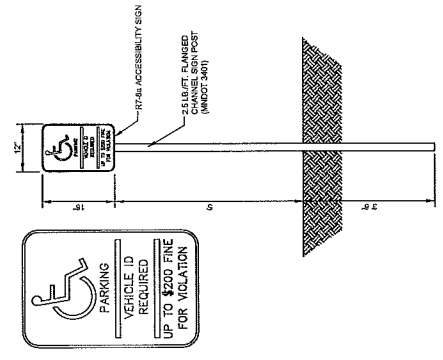
# ISSUED FOR PERMIT



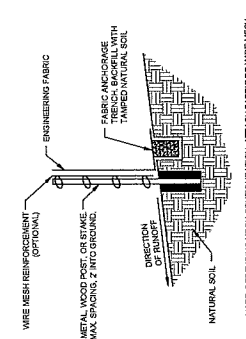
**ACCESSIBLE RAMP DETAIL**  
NOT TO SCALE



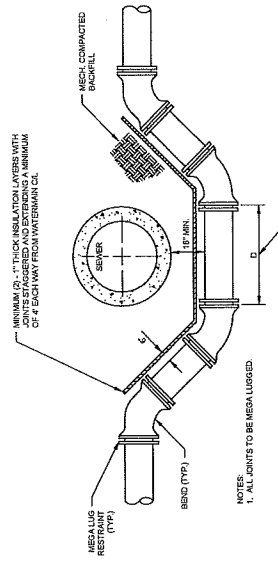
**TYPICAL MEGALUG AND THRUST BLOCK LOCATIONS**  
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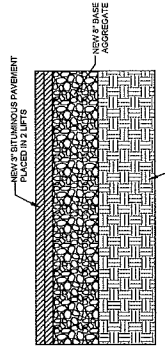
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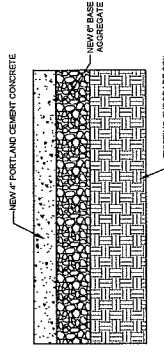
**SILT FENCE INSTALLATION DETAIL**  
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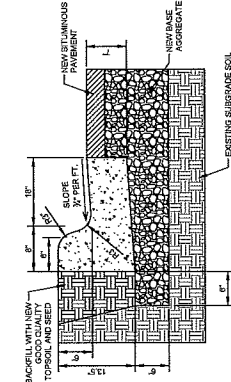
**WATERMAIN/SEWER CROSSING DETAIL**  
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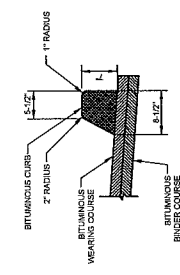
**BITUMINOUS PAVEMENT SECTION**  
NOT TO SCALE



**CONCRETE CONSTRUCTION DETAIL**  
NOT TO SCALE



**B618 CONCRETE CURB & GUTTER DETAIL**  
NOT TO SCALE



**BITUMINOUS CURB DETAIL**  
NOT TO SCALE

## PROPOSED MOTION

Motion by Council Member \_\_\_\_\_

Seconded by Council Member \_\_\_\_\_

To adopt Resolution No. 16-75 to finance certain proposed projects to be undertaken, as listed within the resolution on Exhibit A, and establishing compliance with reimbursement bond regulations under the Internal Revenue Code.

ROLL CALL:	AYES	NAYS
Johnson	_____	_____
Quigley	_____	_____
Springhorn	_____	_____
Wickstrom	_____	_____
Martin	_____	_____

Regular Council Meeting  
August 15, 2016

TO: City Manager, Mayor and City Council

FROM: Fred Espe, Finance Director

DATE: August 10, 2016

RE: Intent to Bond Declaration for Project Costs

Internal Revenue Code requires that the City Council adopt a resolution noting its intent to bond for project costs prior to incurring costs. Exhibit A of the attached resolution contains estimates for 2016 project costs that will be bonded for in 2017 and were not already included in a previous declaration, or that have changed since the last declaration.

The resolution is an expression of intent and does not commit the City to the bonding levels proposed, nor does it commit the City to construct the projects listed. Funding levels shown are consistent with recent estimates or are included in the Capital Improvement Program. For the purpose of this estimate, an additional 20% allowance has been added to most of the CIP estimates. This allowance helps the City avoid approving a revised declaration of intent for minor cost variances, as would be required by Internal Revenue Code.

It is recommended that the City Council approve resolution declaring the City's intent to bond for the proposed projects, and to establish compliance with reimbursement bond regulations under the Internal Revenue Code.

**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA  
HELD August 15, 2016**

\* \* \* \* \*

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota, was duly called and held at the Shoreview City Hall in said City on August 15, 2016, at 7:00 p.m. The following members were present:

\_\_\_\_\_.

and the following members were absent: \_\_\_\_\_.

Council member \_\_\_\_\_ introduced the following resolution and moved its adoption.

**RESOLUTION NO. 16-75**

**RESOLUTION RELATING TO FINANCING OF  
CERTAIN PROPOSED PROJECTS TO BE  
UNDERTAKEN BY THE CITY OF SHOREVIEW;  
ESTABLISHING COMPLIANCE WITH REIMBURSEMENT BOND  
REGULATIONS UNDER THE INTERNAL REVENUE CODE**

WHEREAS, the City of Shoreview is in the practice of constructing certain improvements and in some instances, reimbursing itself for the cost of any portion of the improvements with bond proceeds, and

WHEREAS, the Internal Revenue Service has issued proposed Treasury Regulations Section 1.103-17 (as proposed and/or finally adopted, the "Regulations") dealing with the issuance of bonds where all or a portion of the proceeds are to be used to reimburse the City for any project costs paid by the City prior to the time of the issuance of the bonds, and

WHEREAS, the Regulations generally require that the City make a prior declaration of its official intent to reimburse itself for such prior expenditures out of the proceeds of a subsequently-issued taxable or tax-exempt borrowing, that such declaration generally be made prior to, but not more than, two years before the time the expenditure is actually paid, that the borrowing occur and the reimbursement allocation be made from the proceeds of such borrowing within one year of the payment of the expenditure or, if longer, within one year of the date the project is placed in service, and the expenditures relate to property having a reasonably expected economic life of at least one year.



NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SHOREVIEW, MINNESOTA, THAT:

1. Official Intent - The City desires to comply with requirements of the Regulations with respect to certain projects hereinafter identified.
  - a. The City proposes to undertake the project(s) described on Exhibit A attached hereto.
  - b. Other than costs to be paid or reimbursed from sources other than a tax-exempt borrowing or costs permitted to be reimbursed pursuant to the transition provision of Section 1.103-17(1) of the Regulations, none of the costs of the foregoing projects as identified on Exhibit A has heretofore been paid by the City and none of the costs will be paid by the City until after the date of this Resolution. Each of the projects, and costs related thereto, constitutes property having a useful life of at least one year.
  - c. The City intends to reimburse itself for the payment of the designated project costs out of the proceeds of a tax-exempt bond issue, debt or similar borrowing (the "Bonds") to be issued by the City after the date of payment of all or a portion of the costs. Pending the issuance of the Bonds, the City reasonably expects to pay and temporarily finance the costs from the following source or sources of funds identified on Exhibit A.
  - d. The Bonds are proposed to be issued by the City pursuant to the provisions of Minnesota Statutes, Chapter 475, and other applicable statutory authority. The reasonably expected source or sources of funds to be issued by the City to pay the debt service on the Bonds are identified on Exhibit A.
2. Budgetary Matters - As of the date hereof, there are no City funds reserved or otherwise allocated pursuant to the City's budget (or expected to be reserved or allocated pursuant to the City's budget) to provide permanent financing for the bonding portion of the project costs, other than pursuant to the issuance of the Bonds. Furthermore, there has been no allocation, budgeting, or restriction of monies (or the adoption of a requirement or policy to reimburse a fund) as part of the City's budgetary process, the primary purpose of which is to prevent monies from said sources from being available for the permanent financing of the costs of the projects.

This resolution, therefore, is determined to be consistent with the City's budgetary and financial circumstances as they exist or are foreseeable on the date hereof, all within the meaning and content of the Regulations.

3. Filing - This resolution shall be filed in the publicly available official books, records, or proceedings of the City, which shall be continuously available for inspection by the general public. This resolution shall be available for inspection at City Hall during normal business hours of the City on every business day during the period beginning on the earlier of 10 days after the adoption hereto or the date of issuance of the reimbursement bonds and ending on the day after the issuance of such bonds.
4. Reimbursement Allocation - The City's Finance Director shall be responsible for making the "reimbursement allocations" described in the Regulations, being generally the transfer of the appropriate amount of proceeds of the Bonds to reimburse the source of temporary financing used by the City to make payment of the prior costs of the projects. Each allocation shall be evidenced by an entry on the official books and records of the City maintained for the Bonds, shall specifically identify the actual prior expenditure being reimbursed, and shall be effective to relieve the proceeds of the Bonds from any restriction under the bond resolution or other relevant legal documents for the Bonds, and under any applicable state or federal statute, which would apply to the unspent proceeds of such bond issue.

The motion for the adoption of the foregoing resolution was duly seconded by Council member \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof:

\_\_\_\_\_;

and the following voted against the same: \_\_\_\_\_.

WHEREUPON, said resolution was declared duly passed and adopted this fifteenth day of August 2016.

RESOLUTION 16-75

Page Four

STATE OF MINNESOTA     )  
  )  
COUNTY OF RAMSEY     )  
  )  
CITY OF SHOREVIEW     )

I, the undersigned, being the duly qualified and acting Manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City Council held on the 15<sup>th</sup> day of August, 2016, with the original thereof on file in my office and the same is a full, true and complete transcript therefrom insofar as the same relates to financing of certain projects; establishing compliance with reimbursement bond regulations under the Internal Revenue Code.

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 15<sup>th</sup> day of August 2016.

---

Terry Schwerm  
City Manager

SEAL

EXHIBIT A					
Project Description/ Project Construction Date	Total Cost	Estimated Cost to be Reimbursed From Bond Proceeds	Source of Interim Financing	Source of Funds to Pay Bonds	
				Source	Amount
Water Treatment Plant (2015 - 2017)	\$ 12,900,000	\$ 12,900,000	2015A G.O. Imp. Bonds 2016A G.O. Imp. Bonds	Water fees	\$ 12,900,000
Victoria Street Watermain Connection (2016)	\$ 200,000	\$ 200,000	Water Fund	Water fees	\$ 200,000
TOTAL	\$ 13,100,000	\$ 13,100,000		Total	\$ 13,100,000

## **MOTION**

**MOVED BY COUNCIL MEMBER:** \_\_\_\_\_

**SECONDED BY COUNCIL MEMBER:** \_\_\_\_\_

To approve the Minor Subdivision application, including the Development Agreements, submitted by Todd Hinz/Summit Design Build to divide the property at 600 North Owasso Boulevard into three parcels for single-family residential use. Said approval is subject to the following conditions:

### **Minor Subdivision**

1. The minor subdivision is approved in accordance with the survey submitted dated 07-14-16.
2. The applicant shall pay a Public Recreation Use Dedication fee as required by Section 204.020 of the Development Regulations before the City will endorse deeds for recording. The fee will be 4% of the fair market value of the property, with credit given for the existing residence.
3. Public drainage and utility easements shall be dedicated to the City as required by the City Engineer. The applicant shall be responsible for providing legal descriptions for all required easements. Easements shall be conveyed before the City will endorse deeds for recording.
4. Private easements for sanitary sewer service shall be provided for Parcels B and C as identified in the memo from the City Engineer dated July 21, 2016.
5. Municipal water and sanitary sewer service shall be provided to Parcels B and C.
6. The proposed 30-foot wide ingress, egress and driveway easement shall be modified so as not to extend beyond the south lot line of Parcel B.
7. The applicants shall enter into a Subdivision Agreement with the City and shall include but not be limited to the following: site grading, tree protection and replacement, required financial sureties and fees, utilities, easements and construction management. This agreement shall be executed prior to the City's release of the deeds for recording.
8. A Grading Permit is required prior to the commencement of any site work.
9. The driveway serving Parcels A and B shall comply with the requirements as identified by the Fire Marshal.

10. The following conditions apply to Parcels B and C.

- a. A Development Agreement for Construction must be executed prior to the issuance of a building permit for a new home on each property.
- b. A Tree Protection and Replacement Plan shall be submitted with the Building Permit applications for the new homes on each parcel. Tree removal requires replacement trees per City Code. City requirements for the tree removal and protection plan shall be detailed in the Development Agreement for Construction.
- c. A Grading and Drainage Plan shall be submitted with the Building Permit applications for the new homes on each parcel. The items identified in the attached memo from the City Engineer shall be addressed in this Plan.
- d. For Parcel B, minimum structure setbacks from the property lines shall be as follows: Front – 30 feet, Side (East) – 10 feet for the dwelling unit/5 feet for accessory structures, Side (West) – 10-feet, and Rear – 40 feet.
- e. For Parcel C, minimum structure setbacks from the property lines shall be as follows: Front – 30 feet, Side (East) – 20 feet, Rear – 40 feet, Side (West), 10 feet for the dwelling unit/5 feet for accessory structures

11. This approval shall expire after one year if the subdivision has not been recorded with Ramsey County.

This approval is based on the following findings:

1. The proposed improvements are consistent with the Land Use and Housing Chapters of the Comprehensive Plan.
2. The subdivision is consistent with the policies of the Development Code and the proposed lots conform to the other adopted City standards for the R-1 Detached Residential District.
3. The proposed residential use will not adversely impact the planned land use of the surrounding property.

**ROLL CALL:**    **AYES** \_\_\_\_\_    **NAYS** \_\_\_\_\_

Johnson	_____	_____
Quigley	_____	_____
Springhorn	_____	_____
Wickstrom	_____	_____
Martin	_____	_____

Regular City Council Meeting – August 15, 2016



**TO:** Mayor, City Council and City Manager

**FROM:** Kathleen Castle, City Planner

**DATE:** August 14, 2016

**SUBJECT:** File No. 2625-16-24, Hinz – Summit Design Build, 600 North Owasso Boulevard

### **INTRODUCTION**

The City received a Minor Subdivision Application and a Variance Application from Todd Hinz of Summit Design Build proposing to divide the property at 600 North Owasso Boulevard into three parcels for single-family residential use. The proposal required a variance to reduce the 20-foot required side yard structure setback for an existing detached garage to 5-feet. The Planning Commission approved this variance at their July 25<sup>th</sup> meeting.

The applications were determined to be complete on July 15, 2016.

### **PROJECT DESCRIPTION**

The property is located on the North Owasso Boulevard, west of Lake Owasso and has a lot area of 2 acres and a width of 204.28 feet at the street. The property is improved with a single-family home a detached garage and driveway. The topography is generally higher near the central portion of property and then slopes down towards the north (street side), east and west. Vegetation on the property includes mature trees in the northern half and open lawn areas in the southern half.

A certificate of survey has been submitted, which proposes the subject property be divided into three parcels (Parcels A, B and C). The existing single-family home and detached garage are located on Parcel A which is designed as a flag lot. Since the detached garage will have a 5-foot setback from a side lot line, less than the 20-feet required, a variance is needed. The access driveway to the home will be relocated and be adjacent to the west property line.

Parcels B and C are being created for future single-family residential use. To minimize access points onto North Owasso Boulevard, access to Parcel B is proposed off of the driveway that will serve Parcel A.

### **DEVELOPMENT ORDINANCE REQUIREMENTS**

**Minor Subdivisions – Section 204.** Minor subdivisions require review by the Planning Commission and approval by the City Council. Minor subdivisions must be reviewed in accordance with subdivision and zoning district standards in the Development Regulations.

The City's subdivision standards (Section 204.030) require all lots to have a minimum 30 feet of frontage on a public road. Municipal sanitary sewer and water must be provided to the resulting lots. These standards also require public drainage and utility easements along property lines where necessary. Public drainage and utility easements are also required over infrastructure, watercourses and floodways.

File No. 2625-16-24  
Minor Subdivision/Variance  
Hinz- Summit Design Build  
600 North Owasso Boulevard

Key lots (any lot where the side lot line abuts the rear lot line or a rear lot line abuts the side lot line of one or more adjoining parcels) are discouraged and must be at least 15-feet more in depth or width than the minimum requirement ( Section 204.030 (C) (9) ). When a side lot line abuts a rear lot line, the setback for principal and accessory structures increases to a minimum of 20-feet from the side lot line and when a rear lot line abuts the side lot line the minimum structure setback increases to 40-feet from the rear property line ( Section 205.080 (D)(1)(f) ). The City can require a greater width or depth to increase the proposed structure setback from the adjoining properties.

The property is zoned R1, Detached Residential (Section 205.082). In this District, the lot standards require a minimum lot area of 10,000 square feet, a depth of 125 feet and a width of 75 feet. The dwelling must also maintain a minimum setback of 10 feet from a side property line and 30 feet from a rear lot line, unless the parcels are key lots. Accessory structures, including attached garage, must maintain a minimum setback of 5-feet from a side lot line. When adjoining dwellings exceed a 40-foot setback from a front property line, then the setback for a new home must be equal to the adjacent dwelling, plus or minus 10-feet ( Section 205.080 (D) (1) (g)(i) ).

## **STAFF REVIEW**

### **MINOR SUBDIVISION APPLICATION**

The applicant is proposing to divide the existing parcel into three parcels for single-family residential use. The following reviews the proposal in accordance with the Development and Subdivision Code standards.

#### **Lot Dimension Standards**

The parcel is currently considered a key lot since the side property line abuts the rear property lines of the homes located on West Owasso Boulevard and Owasso Heights Road. When subdivided, the new parcels are considered key lots since the rear lot line of Parcels B and C abut the side lot line of the side lot line of Parcel A. The parcels and future structures are subject to additional requirements since they are key lots. As shown below, the *proposed parcels exceed the dimensional lot requirements* of the Development Regulations.

	<b>Code Requirements</b>	<b>Parcel A</b>	<b>Parcel B</b>	<b>Parcel C</b>
<b>Area</b>	10,000 square feet	52,815 square feet	14,247 square feet	12,407 square feet
<b>Width</b>	30 feet (street) 75 feet (building)	30 feet (street) 231.25feet (house)	79.99'	
<b>Key Lot*</b>	90 feet			90 feet

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Minor Subdivision/Variance  
Hinz- Summit Design Build  
600 North Owasso Boulevard

<b>Depth</b>	125 feet	200 feet		140.21 feet
<b>Key Lot*</b>	140 feet		145.09 feet	

**\*Key Lot – Width or Depth must meet the Key Lot standards**

#### **Buildable Area – Structure Setbacks**

The application of the City's requirements for structure setbacks from a front property line is difficult due to the configuration of Parcel A and location of the home on the property. When structures on adjoining lots (corner lots excluded) exceed 40-feet, the Development Code states that the front yard setback for a dwelling constructed on a vacant lot shall be equal to the average of the front yard setbacks for such immediately adjacent dwelling plus or minus 10-feet. This is also difficult to apply since the vacant parcels are adjacent to one another and the lots immediately to the east and west of the development site are corner lots.

Through the subdivision process, the City staff believes it a minimum front yard setback for the vacant parcels B and C should be established. The two adjoining homes (3366 West Owasso Boulevard and 590 Owasso Heights Road) have structure setbacks from North Owasso Boulevard of approximately 70 feet and 23 feet respectively. The minimum structure setback from a front property line permitted in the R1 district is 25 feet. The submitted plans identify a building setback line of 30-feet for the future homes on the vacant parcels. City staff believes the proposed setbacks are reasonable and will not appear to be out of character or obtrusive due to the varying setbacks of the adjoining homes and curve of the roadway.

On Parcel B, a 10-foot setback is also proposed from the western lot line adjoining the private access easement over Parcel A. Staff is not considering this parcel a corner lot since the access driveway is private and not public. Although it serves two parcels, Parcel B does have public street frontage and could have a separate access drive. Minimizing access points onto North Owasso Boulevard is beneficial due to its functional classification as a collector road, traffic volume and characteristic. Since Parcels B and C are key lots, more stringent setback standards apply. Both parcels are subject to a 40 foot minimum rear yard setback while Parcel C is also subject to a 20-foot setback along the east side lot line. When the required structure setbacks are applied, there is adequate buildable area for new homes.

The applicants are proposing to retain the existing detached garage located on Parcel A. This garage is setback 5-feet from the side property lines, less than the minimum 20-feet required. A 20-foot setback is required since the side yard abuts the rear yard of Parcel B. The applicant's variance request to the 20-foot setback requirement was approved by the Planning Commission.



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Minor Subdivision/Variance  
Hinz- Summit Design Build  
600 North Owasso Boulevard

### **Municipal Utilities**

Utilities will need to be provided to the new parcels. The construction of new homes on Parcels B and C will require connection to the city sanitary sewer main located in an easement adjacent to the western property line. The sewer service for Parcel B requires a private easement over Parcel A to connect to the sewer main. A private easement is also needed over Parcels B and A for Parcel C to connect to the sewer main too.

Municipal water is available in North Owasso Boulevard. Parcels B and C are required to connect to this line.

### **Grading, Drainage and Stormwater Management**

The submitted plans do include a grading and drainage plan for the proposed driveway and removal of the existing driveway. Stormwater runoff from these areas will be directed to the north towards North Owasso Boulevard. The historical drainage pattern is being maintained.

Preliminary grades have also been identified on Parcels B and C. Detailed grading and drainage plans are not required for each of these parcels since they are dependent on the building location and housing type. If approved, staff recommends a condition be attached requiring a grading and drainage plan be submitted for review and approval prior to issuance of a building permit. An as-built survey is also required in accordance with the City's Code.

The property is located in the Ramsey Washington Watershed District. A permit is not required from the District.

### **Vegetation and Woodlands**

Relocation of the driveway will required the removal of 7 trees, 5 of which are landmark trees. Further, impacts on the existing trees cannot be fully assessed until development plans are received for each of the parcels. Tree replacement will be required in accordance with the City's ordinance (Section 209.050). Landmark trees that are removed are required to be replaced at a 3:1 ratio for each parcel (Section 209.050 (B) (3)).

### **PUBLIC COMMENT**

Notices of this request were sent to property owners within 350 feet of the development site. A number of comments have been received which express concerns regarding access/driveway visibility, stormwater management, utilities and preservation of the neighborhood character. The written comments are attached for your review.

Comments were also received regarding a beach access lot which is owned by the applicants. This 8-foot wide lot is located on the east side of Owasso Heights Drive and provides access to Lake Owasso. Adjoining residents have expressed concern about the potential increase in use of this

File No. 2625-16-24  
Minor Subdivision/Variance  
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access parcel by two additional property owners. This parcel is a separate lot of record and is not included in the subdivision request.

The City's Development Regulations do address controlled access/beach lots in Section 205.080 Subd (C4). A conditional use permit is required for such lots created after January 1, 1993. This beach access lot in question was created in the early 1900's and is not subject to these provisions. Section 209.080 (L) in the Shoreland Management District does address non-conforming lots, however, the regulations address structures on these types of parcels and not use. Nonconforming parcels are also addressed in Section 207.050 Nonconformities. Subsection B states that a non-conforming use may continue in the size, intensity and manner of operation existing upon the date on which the use became nonconforming. .

From the City staff's perspective, this issue is a matter that is independent of the subdivision request since the parcel is an existing lot of record and not part of the minor subdivision application. The Planning Commission did discuss this matter and concurred with staff.

#### **Lake Johanna Fire Department**

The Fire Marshal did provide comments related to the private driveway. The driveway needs to be designed for emergency vehicle access and have area to turn around on Parcel A.

#### **Ramsey Washington Watershed District**

The proposed plan was reviewed by the Staff at the Watershed District and it has been determined that a permit is not required from the District.

#### **PLANNING COMMISSION REVIEW**

The Planning Commission reviewed this request, along with the variance at their July 25<sup>th</sup> meeting. Members of the public did testify with concerns related to the proposed driveways, Dale Street alley, tree removal, stormwater management and Lake Owasso access.

Regarding the variance for the detached accessory structure setback, the Commission found that practical difficulty was present and adopted Resolution 16-66. Commission members indicated that it is reasonable to retain the garage due to its good condition and the setback reduction from 20-feet to 5 feet will not impact the neighborhood.

The Commission also discussed the concerns raised regarding the beach access lot to Lake Owasso and determined that this is a separate matter since the beach access parcel is not part of the subdivision request. The Commission found that the proposal is consistent with the City's subdivision standards and recommended the City Council approve the request with a 6 to 0 vote.

File No. 2625-16-24  
Minor Subdivision/Variance  
Hinz- Summit Design Build  
600 North Owasso Boulevard

### **STAFF RECOMMENDATION**

The minor subdivision of this property into three parcels is consistent with the City's subdivision standards and the R1, Detached Residential Zoning District regulations. City staff is recommending approval of the minor subdivision to the City Council, including the Development Agreement, subject to the following proposed conditions:

#### **Minor Subdivision**

1. The minor subdivision is approved in accordance with the survey submitted dated 07-14-16.
2. The applicant shall pay a Public Recreation Use Dedication fee as required by Section 204.020 of the Development Regulations before the City will endorse deeds for recording. The fee will be 4% of the fair market value of the property, with credit given for the existing residence.
3. Public drainage and utility easements shall be dedicated to the City as required by the City Engineer. The applicant shall be responsible for providing legal descriptions for all required easements. Easements shall be conveyed before the City will endorse deeds for recording.
4. Private easements for sanitary sewer service shall be provided for Parcels B and C as identified in the memo from the City Engineer dated July 21, 2016.
5. Municipal water and sanitary sewer service shall be provided to Parcels B and C.
6. The proposed 30-foot wide ingress, egress and driveway easement shall be modified so as not to extend beyond the south lot line of Parcel B.
7. The applicants shall enter into a Subdivision Agreement with the City and shall include but not be limited to the following: site grading, tree protection and replacement, required financial sureties and fees, utilities, easements and construction management. This agreement shall be executed prior to the City's release of the deeds for recording.
8. A Grading Permit is required prior to the commencement of any site work.
9. The driveway serving Parcels A and B shall comply with the requirements as identified by the Fire Marshal.
10. The following conditions apply to Parcels B and C.
  - a. A Development Agreement for Construction must be executed prior to the issuance of a building permit for a new home on each property.
  - b. A Tree Protection and Replacement Plan shall be submitted with the Building Permit applications for the new homes on each parcel. Tree removal requires replacement trees per City Code. City requirements for the tree removal and protection plan shall be detailed in the Development Agreement for Construction.

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- c. A Grading and Drainage Plan shall be submitted with the Building Permit applications for the new homes on each parcel. The items identified in the attached memo from the City Engineer shall be addressed in this Plan.
  - d. For Parcel B, minimum structure setbacks from the property lines shall be as follows: Front – 30 feet, Side (East) – 10 feet for the dwelling unit/5 feet for accessory structures, Side (West) – 10-feet, and Rear – 40 feet.
  - e. For Parcel C, minimum structure setbacks from the property lines shall be as follows: Front – 30 feet, Side (East) – 20 feet, Rear – 40 feet, Side (West), 10 feet for the dwelling unit/5 feet for accessory structures
11. This approval shall expire after one year if the subdivision has not been recorded with Ramsey County.

Attachments –

- 1. Development Agreement
- 2. Resolution No. 16-66
- 3. Memo from City Engineer
- 4. Aerial Location Map
- 5. Applicant's Submitted plans
- 6. Public Comment and Agency Review
- 7. Proposed Motion



**SUBDIVISION AGREEMENT  
600 NORTH OWASSO BOULEVARD  
SUMMIT DESIGN-BUILD, LLC**

1.0 THIS AGREEMENT is made and entered into by and between the City of Shoreview, a municipal corporation and political subdivision of the State of Minnesota (hereinafter the "City") and Summit Design-Build, LLC, their successors and assigns (hereinafter the "Developer").

2.0 On August 15, 2016 the City gave approval to subdivide certain property located within the City and described as follows (hereinafter the "subject property")

See Attachment A

(This property is commonly known as 600 North Owasso Boulevard and will be readdressed as  
618 North Owasso Boulevard)

Which when subdivided will be legally described as:

See Attachment B

3.0 Pursuant to City Ordinances, the Developer is required:

- A. To make certain improvements to the subject property.
- B. To provide the City with a form of surety, approved by the City's Attorney, insuring completion of any required improvements which remain incomplete at the time of the Developer's request for final approval.
- C. To make a public land dedication to the City or, in lieu thereof at the discretion of the City Council, to make a cash equivalent payment prior to recording the deeds for the parcels.
- D. To follow certain procedures, as determined by the City, to control soil erosion during the development of the subject property.

4.0 The approval of the City's council was subject to the terms and conditions contained herein, and the following conditions as approved by the City Council on August 15, 2016:

- A. The minor subdivision is approved in accordance with the survey submitted dated 07-14-16.
- B. The applicant shall pay a Public Recreation Use Dedication fee as required by Section 204.020 of the Development Regulations before the City will endorse deeds for recording. The fee will be 4% of the fair market value of the property, with credit given for the existing residence.
- C. Public drainage and utility easements shall be dedicated to the City as required by the City Engineer. The applicant shall be responsible for providing legal descriptions for all

required easements. Easements shall be conveyed before the City will endorse deeds for recording.

- D. Private easements for sanitary sewer service shall be provided for Parcels B and C as identified in the memo from the City Engineer dated July 21, 2016.
- E. Municipal water and sanitary sewer service shall be provided to Parcels B and C.
- F. The proposed 30-foot wide ingress, egress and driveway easement shall be modified so as not to extend beyond the south lot line of Parcel B.
- G. The applicants shall enter into a Subdivision Agreement with the City and shall include but not be limited to the following: site grading, tree protection and replacement, required financial sureties and fees, utilities, easements and construction management. This agreement shall be executed prior to the City's release of the deeds for recording.
- H. A Grading Permit is required prior to the commencement of any site work.
- I. The driveway serving Parcels A and B shall comply with the requirements as identified by the Fire Marshal.
- J. The following conditions apply to Parcels B and C.
  - i. A Development Agreement for Construction must be executed prior to the issuance of a building permit for a new home on each property.
  - ii. A Tree Protection and Replacement Plan shall be submitted with the Building Permit applications for the new homes on each parcel. Tree removal requires replacement trees per City Code. City requirements for the tree removal and protection plan shall be detailed in the Development Agreement for Construction.
  - iii. A Grading and Drainage Plan shall be submitted with the Building Permit applications for the new homes on each parcel. The items identified in the attached memo from the City Engineer shall be addressed in this Plan.
  - iv. For Parcel B, minimum structure setbacks from the property lines shall be as follows: Front – 30 feet, Side (East) – 10 feet for the dwelling unit/5 feet for accessory structures, Side (West) – 10-feet, and Rear – 40 feet.
  - v. For Parcel C, minimum structure setbacks from the property lines shall be as follows: Front – 30 feet, Side (East) – 20 feet, Rear – 40 feet, Side (West), 10 feet for the dwelling unit/5 feet for accessory structures
- K. This approval shall expire after one year if the subdivision has not been recorded with Ramsey County.

5.0 Terms and Conditions. In compliance with the requirements of the City's Development Regulations; in compliance with the City Council's conditions of approval; and in consideration of the undertakings herein expressed, the City and Developer agree as follows:

- A. Conditions Precedent. Prior to the City's endorsement of the Deed of Conveyance which will effectuate the subdivision of the Subject Property into Parcels A, B and C, the Developer shall:

1. Pay Public Use Dedication Fee. The Developer agrees to pay a public recreation use dedication fee in the form of a Cash Equivalent Payment based on the fair market value of Parcels B and C. Except as hereinafter provided, the cash equivalency payment shall be due and payable on or before the execution of a development agreement or endorsement of the deed by the City. The Cash Equivalency Payment required on a residential use depends upon the density of dwelling units per acre on the proposed development or subdivision. The proposed development has a density of 0 to 2 units per acre; therefore, **the Cash Equivalency Payment shall equal 4% of the fair market value.** Credit will be given for the existing dwelling on Parcel A.
2. Public Easements. Drainage and Utility easements shall be dedicated to the City as required by the Public Works Director and the Municipal Code.
3. Sanitary Sewer Fees. Sanitary sewer service stubs shall be installed to serve Parcel B and C. A deferred connection fee in lieu of assessment shall be paid for connecting to the City sanitary sewer. These connection fees shall be paid prior to the release of the deed for recording. Said fees are as follows: Parcel B - \$556.00 and Parcel C - \$625.00.
4. Water Fees. Water service stubs shall be installed to serve Parcel B and C. A deferred connection fee in lieu of assessment shall be paid for connecting to the City water main. These connection fees shall be paid prior to the release of the deed for recording. Said fees are as follows: Parcel B - \$904.00 and Parcel C - \$1,017.00.
5. Sewer Availability Charge (SAC). The new dwellings on Parcels B and C will be subject to the SAC charge of the Metropolitan Council.
6. Maintenance of Private Sanitary Sewer and Water Services. Developer agrees that all sanitary sewer and water facilities, pipes or appurtenances installed on the Subject Property are private, and Developer, its successors and assigns, shall be solely responsible for the maintenance, repair and replacement of such sanitary sewer and water improvements.

6.0 Default. The occurrence of any of the following after written notice from the City shall be considered an "Event of Default" in the terms and conditions contained in this Agreement. Said default shall be cured within a reasonable time period as specified by the City.

- A. The failure of the Developer to comply with any of the terms and conditions contained in this Agreement;
- B. The failure of the Developer to comply with any applicable ordinance or statutes with respect to the development and operation of the subject property.

7.0 Remedies. Upon the occurrence of an Event of Default, the City, in addition to any other remedy which may be available to it shall be permitted to do the following:

- A. The City may make advances or take other steps to cure the default, and where necessary, enter the subject property for that purpose. The Developer shall pay all sums so advanced or expenses incurred by the City upon demand, with interest from the dates of such advances or expenses at the rate of 10% per annum. No action taken by the City pursuant to this section shall be deemed to relieve the Developer from curing any such default to the extent that it is not cured by the City or from any other default hereunder. The City shall not be obligated, by virtue of the existence or exercise of this right, to perform any such act or cure any such default.
- B. The Developer shall save, indemnify, and hold harmless, including reasonable attorneys fees, the City from any liability or other damages, which may be incurred as a result of the exercise of the City's rights pursuant to this section.
- C. Obtain an order from a court of competent jurisdiction requiring the Developer to specifically perform its obligations pursuant to the terms and provisions of this Agreement.
- D. Exercise any other remedies, which may be available to it, including an action for damages.
- E. Withhold the issuance of a building permit and/or prohibit the occupancy of any building(s) for which permits have been issued.
- F. In addition to the remedies and amounts payable set forth or permitted above, upon the occurrence of an Event of Default, the Developer shall pay to the City all fees and expenses, including reasonable attorneys fees, incurred by the City as a result of the Event of Default, whether or not a lawsuit or other action is formally commenced or taken.

8.0 **IN WITNESS WHEREOF**, the City and the Developer have executed this Agreement.

Approved by the City Council of Shoreview, Minnesota, this 15<sup>th</sup> Day of August, 2016

**DEVELOPER**

\_\_\_\_\_  
Summit Design-Build, LLC

**CITY OF SHOREVIEW**

\_\_\_\_\_  
Sandra C. Martin, Mayor

\_\_\_\_\_  
Terry Schwerm, City Manager

## EXISTING LEGAL DESCRIPTION:

The following Legal Description is as shown on FSA Title Surveys, LLC as agent for First American Title Insurance Company Title Commitment No. 160621, dated June 6, 2016: (A PORTION OF THE OVERALL PROPERTY HAS BEEN INTENTIONALLY LEFT OUT)

### Parcel 1:

All that part of Government Lot 1, Section 36, Township 30 North, Range 23, West, Ramsey County, Minnesota, lying south of North Owasso Boulevard and lying West of a line parallel and 200 feet East of West line of said section and lying North of the plat of Lake Owasso Heights.

Abstract Property

### Parcel 2:

Lot 1, Lake Owasso Heights, lying West of a line parallel and 200 feet East of the West line of Section 36, Township 30, Range 23; and lying East of the West line of said Section 36; Lots 2 and 9, Lake Owasso Heights, lying East of the West line of Section 36, Township 30, Range 23;

That part of Lot 3, Lake Owasso Heights, lying West of the following described line: Commencing at the Northeast corner of said Lot 3; thence West along the North line of said Lot 3, 142 feet to the point of beginning; thence South (at right angles to the North line) to the South line of said Lot 3;

All that part of Lot 8, Lake Owasso Heights, lying Westerly and Northerly of the following described line: Beginning at a point on the Easterly line of said Lot 100.00 feet Northeasterly of the Southeast corner of said Lot; thence West parallel with the South line of said Lot a distance of 125.00 feet; thence Southwesterly to a point on the South line of said Lot 125.00 feet West of the Southeast corner of said Lot and there terminating.

That part of Lot B, Lake Owasso Heights, lying Northerly of a line running from the Northeast corner of Lot 10 to the Northwest corner of Lot 11.

Torrens Property



PROPOSED PARCEL B

Parcel 1:

All that part of Government Lot 1, Section 36, Township 30 North, Range 23, West, Ramsey County, Minnesota, lying south of North Owasso Boulevard and lying west of a line parallel and 110.00 feet east of west line of said section and lying north of the plat of Lake Owasso Heights. EXCEPT the west 30.00 feet thereof. (Abstract Property)

Parcel 2:

The west 110.00 feet of Lot 1, Lake Owasso Heights, which lies east of the west line of Section 36, Township 30, Range 23. EXCEPT the west 30.00 feet thereof and also except the east 45.11 feet of the west 75.11 feet thereof and also EXCEPT the south 2.34 feet of the west 110.00 feet lying east of the west 45.11 feet thereof. (Torrens Property)

PROPOSED PARCEL C

Parcel 1:

All that part of Government Lot 1, Section 36, Township 30 North, Range 23, West, Ramsey County, Minnesota, lying south of North Owasso Boulevard and lying west of a line parallel and 200.00 feet east of west line of said section and lying north of the plat of Lake Owasso Heights. EXCEPT the west 110.00 feet thereof. (Abstract Property)

Parcel 2:

The west 200.00 feet of Lot 1, Lake Owasso Heights, which lies east of the west line of Section 36, Township 30, Range 23. EXCEPT the west 110.00 feet thereof and also EXCEPT the south 2.34 feet lying west of the east 110.00 feet thereof. (Torrens Property)

## **DEVELOPMENT AGREEMENT FOR CONSTRUCTION**

### **PARCEL B - SUBDIVIDED FROM 600 NORTH OWASSO BOULEVARD**

1.0 THIS AGREEMENT is made and entered into by and between the City of Shoreview, a municipal corporation and political subdivision of the State of Minnesota (hereinafter the "City") and Summit Design-Build, LLC., their successors and assigns (hereinafter the "Developer").

2.0 On August 15, 2016 the City gave approval to subdivide certain property located within the City and described as follows (hereinafter the "subject property")

See Attachment A

(This property is commonly known as 600 North Owasso Boulevard)

Which when subdivided will be legally described as:

See Attachment B

(This property will be commonly known as 608 North Owasso Boulevard)

3.0 Pursuant to City Ordinances, the Developer is required:

- A. To make certain improvements to the Subject Property.
- B. To provide the City with a form of surety, approved by the City's Attorney, insuring completion of any required improvements which remain incomplete at the time of the Developer's request for final approval.
- C. To make a public land dedication to the City or, in lieu thereof at the discretion of the City Council, to make a cash equivalent payment prior to recording the deeds for the parcels.
- D. To follow certain procedures, as determined by the City, to control soil erosion during the development of the Subject Property.

4.0 Terms and Conditions. In compliance with the requirements of the City's Development Regulations; in compliance with the City Council's conditions of approval; and in consideration of the undertakings herein expressed, the City and Developer agree to develop Parcel A as follows:

A. Conditions Precedent. Prior to the City's issuance of a building permit on Parcel B, the Developer shall:

- 1. Grading, Drainage and Erosion Control Plan. The Developer shall prepare a grading, drainage erosion control plan for any site work that disturbs soil on the



Subject Property, including, but not limited to, utility work, construction of a new house or installation of a new driveway. No site grading shall occur prior the Developer obtaining a Grading or Building Permit approved and issued by the City and prior to the installation of approved erosion control measures. The natural drainage pattern shall be retained.

To ensure erosion control during the development of the Subject Property, the Developer is required to submit a financial surety deposit, in a form approved by the Public Works Director. Said deposit shall be submitted prior to, or concurrently with, the issuance of a building permit.

2. Installation and Maintenance of Sanitary Sewer and Water Services. Developer agrees that all sanitary sewer and water facilities, pipes or appurtenances installed on the Subject Property are private, and Developer, its successors and assigns, shall be solely responsible for the maintenance, repair and replacement of such sanitary sewer and water improvements.
  - A. Sanitary Sewer Service and Municipal Water Service (Public Utilities). Public water is available in the North Owasso Boulevard right-of-way. Public sanitary sewer service is available in an easement located on private property immediately west of the subject property. Water and sewer services to the Subject Property shall be constructed in accordance with the City's ordinances and regulations, and pursuant to specifications approved by the City Engineer. Land area disturbed for the installation of these services shall be restored in accordance with the City's ordinances. Prior to commencing work in the sanitary sewer easement, the Developer shall notify the private property owner.
  - B. Surety. Developer agrees to provide all labor and materials for the installation of any and all taps and pipe from the sewer and water mains located in the North Owasso Boulevard right-of-way to the front property line of Parcel B. The installations shall be according to City standards, as required by the Public Works Director. The Developer shall provide the City with a **Surety Deposit in the amount of \$2,500.00** insuring proper installation. **THE DEVELOPER UNDERSTANDS THAT THE CITY WILL NOT ISSUE A BUILDING PERMIT FOR CONSTRUCTION OF ANY NEW RESIDENCE ON PARCEL B PRIOR TO RECEIPT OF THIS SURETY DEPOSIT.**
3. Tree Preservation. Trees shall be preserved as possible, including those in the right of way. Protective tree fencing shall be installed in accordance with the City's Vegetation and Woodlands Ordinance. A wood chip berm, a minimum of 2 feet wide and 18 inches deep, shall be installed inside of the tree protection fence. The tree protection fence and wood chip berm shall be maintained during the period of site work. Minor revisions to the plan may be permitted with approval by the City Planner.

Development Agreement – 600 North Owasso Boulevard – Parcel B

4. Tree Replacement. The Developer, his assigns, or successors in interest, shall submit a tree removal and replacement plan with any building permit application for the Subject Property. The plan shall show the location of Landmark Trees, as defined in the Municipal Code, within **30 feet of the limits** of construction and the construction access drive and identify any Landmark Trees that will be removed. The plan shall show the proposed replacement trees and their locations. Replacement trees are required at a ratio of three (3) replacement tree for each Landmark Tree removed. A surety will be required for the replacement trees prior to the issuance of a building permit.
5. Construction Management. The Developer and its contractors and subcontractors shall work to minimize impacts from construction on the surrounding neighborhood by:
  - A. Definition of Construction Area. The limits of the Project Area shall be defined with heavy-duty erosion control fencing of a design approved by the Public Works Director. Any grading, construction or other work outside this area requires approval by the Public Works Director.
  - B. Parking and Storage of Materials. Adequate on-site parking for construction vehicles and employees must be provided or provisions must be made to have employees park off-site and be shuttled to the Project Area. No fill, excavated material or construction materials shall be stored in any public right-of-way.
  - C. Hours of Construction. Hours of construction, including moving of equipment shall be limited to the hours between 7:00 a.m. and 7:00 p.m. on weekdays and 8:00 a.m. and 6:00 p.m. on any weekend or holiday.
  - D. Site Maintenance. The Developer shall ensure that the contractor maintains a clean work site. Measures shall be taken to prevent debris, refuse and other materials from leaving the site. Construction debris and other refuse generated from the project shall be removed from the site in a timely fashion and/or upon the request by the City.
- B. Minimum Structure Setbacks. Front – 30 feet, Side (East) – 10 feet for the dwelling unit/5 feet for accessory structures, Side (West) – 10-feet, and Rear – 40 feet.
- 5.0 Other Costs. In addition to the other fees required by the City regulations for this agreement, the Developer agrees to reimburse the City for all costs, of whatever kind or nature, incurred by the City in reviewing or processing the Developer's application or administration of the installation of public infrastructure, including but not limited to costs incurred for legal or other consultants.

6.0 All Costs Responsibility of Developer. The Developer agrees to pay for all costs incurred of whatever kind or nature in order to construct the improvements required by the City's regulations. The City shall not be obligated to pay the Developer or any of its agents or contractors for any costs incurred in connection with the construction of the improvements, or the development of the Subject Property. The Developer agrees to hold the City harmless from any and all claims of whatever kind or nature which may arise as a result of the construction of the improvements, the development of the property or the acts of the Developer, its agents or contractors in relationship thereto.

7.0 Financial Surety Escrows. The Developer is required to submit financial surety escrows as identified in this agreement. The developer agrees to reimburse the City at a rate of \$55.00 per hour for each hour or fraction thereof used by a City employee in the administration of the Escrow Agreement. The obligations imposed by this paragraph shall commence on the date of execution of this agreement. THE DEVELOPER UNDERSTANDS THAT THE CITY WILL NOT ISSUE A BUILDING PERMIT FOR CONSTRUCTION OF ANY NEW RESIDENCE ON TRACT B PRIOR TO RECEIPT OF THESE SURETY DEPOSITS.

- A. The developer shall not receive interest on the amount of the surety.
- B. The developer agrees that the surety may be utilized by the City to ensure compliance with the terms of the Development Agreement For Grading, Drainage and Erosion Control and to maintain all utility construction on the site, including the cleaning of road surfaces and storm sewer systems, as determined by the Engineering Department. The surety may also be utilized for clean-up or restoration of areas off of the construction site that are directly or indirectly impacted by conditions on the site.
- C. The developer agrees, upon written notification from the Public Works Director that proper erosion control methods are not being taken, to remedy the problem identified within 24 hours. In the event the remedy is not satisfactorily in place within that time period, the Developer acknowledges that the City may utilize the surety to complete the necessary work.
- D. Any funds not so utilized by the City shall be returned to the Developer once the Public Works Director has determined that the need for erosion control has been satisfied.
- E. Any soils transported to this site or exposed on the site shall be seeded consistent with a plan approved by the Public Works Director.
- F. This agreement shall not supersede any specifications required by the Public Works Director on the approved grading plan.

8.0 Other Agency Approvals. It is the Developer's responsibility to apply for and to acquire all other required agency permits prior to commencing construction, including any approvals necessary from the Ramsey Washington Metro Watershed District.



Development Agreement – 600 North Owasso Boulevard – Parcel B

9.0 Default. The occurrence of any of the following after written notice from the City shall be considered an “Event of Default” in the terms and conditions contained in this Agreement. Said default shall be cured within a reasonable time period as specified by the City.

- A. The failure of the Developer to comply with any of the terms and conditions contained in this Agreement;
- B. The failure of the Developer to comply with any applicable ordinance or statutes with respect to the development and operation of the subject property.

10.0 Remedies. Upon the occurrence of an Event of Default, the City, in addition to any other remedy which may be available to it shall be permitted to do the following:

- A. The City may make advances or take other steps to cure the default, and where necessary, enter the subject property for that purpose. The Developer shall pay all sums so advanced or expenses incurred by the City upon demand, with interest from the dates of such advances or expenses at the rate of 10% per annum. No action taken by the City pursuant to this section shall be deemed to relieve the Developer from curing any such default to the extent that it is not cured by the City or from any other default hereunder. The City shall not be obligated, by virtue of the existence or exercise of this right, to perform any such act or cure any such default.
- B. The Developer shall save, indemnify, and hold harmless, including reasonable attorneys fees, the City from any liability or other damages, which may be incurred as a result of the exercise of the City’s rights pursuant to this section.
- C. Obtain an order from a court of competent jurisdiction requiring the Developer to specifically perform its obligations pursuant to the terms and provisions of this Agreement.
- D. Exercise any other remedies, which may be available to it, including an action for damages.
- E. Withhold the issuance of a building permit and/or prohibit the occupancy of any building(s) for which permits have been issued.
- F. In addition to the remedies and amounts payable set forth or permitted above, upon the occurrence of an Event of Default, the Developer shall pay to the City all fees and expenses, including reasonable attorneys fees, incurred by the City as a result of the Event of Default, whether or not a lawsuit or other action is formally commenced or taken.

Development Agreement – 600 North Owasso Boulevard – Parcel B

11.0 **IN WITNESS WHEREOF**, the City and the Developer have executed this Agreement.

Approved by the City Council of Shoreview, Minnesota, this **15<sup>th</sup> Day of August, 2016.**

**DEVELOPER**

\_\_\_\_\_  
Summit Design-Build, LLC

**CITY OF SHOREVIEW**

\_\_\_\_\_  
Sandra C. Martin, Mayor

\_\_\_\_\_  
Terry Schwerm, City Manager

## EXISTING LEGAL DESCRIPTION:

The following Legal Description is as shown on FSA Title Survices, LLC as agent for First American Title Insurance Company Title Commitment No. 160621, dated June 6, 2016: (A PORTION OF THE OVERALL PROPERTY HAS BEEN INTENTIONALLY LEFT OUT)

### Parcel 1:

All that part of Government Lot 1, Section 36, Township 30 North, Range 23, West, Ramsey County, Minnesota, lying south of North Owasso Boulevard and lying West of a line parallel and 200 feet East of West line of said section and lying North of the plat of Lake Owasso Heights.  
Abstract Property

### Parcel 2:

Lot 1, Lake Owasso Heights, lying West of a line parallel and 200 feet East of the West line of Section 36, Township 30, Range 23; and lying East of the West line of said Section 36; Lots 2 and 9, Lake Owasso Heights, lying East of the West line of Section 36, Township 30, Range 23;

That part of Lot 3, Lake Owasso Heights, lying West of the following described line: Commencing at the Northeast corner of said Lot 3; thence West along the North line of said Lot 3, 142 feet to the point of beginning; thence South (at right angles to the North line) to the South line of said Lot 3;

All that part of Lot 8, Lake Owasso Heights, lying Westerly and Northerly of the following described line: Beginning at a point on the Easterly line of said Lot 100.00 feet Northeasterly of the Southeast corner of said Lot; thence West parallel with the South line of said Lot a distance of 125.00 feet; thence Southwesterly to a point on the South line of said Lot 125.00 feet West of the Southeast corner of said Lot and there terminating.

That part of Lot B, Lake Owasso Heights, lying Northerly of a line running from the Northeast corner of Lot 10 to the Northwest corner of Lot 11.

Torrens Property

PROPOSED PARCEL B

Parcel 1:

All that part of Government Lot 1, Section 36, Township 30 North, Range 23, West, Ramsey County, Minnesota, lying south of North Owasso Boulevard and lying west of a line parallel and 110.00 feet east of west line of said section and lying north of the plat of Lake Owasso Heights. EXCEPT the west 30.00 feet thereof. (Abstract Property)

Parcel 2:

The west 110.00 feet of Lot 1, Lake Owasso Heights, which lies east of the west line of Section 36, Township 30, Range 23. EXCEPT the west 30.00 feet thereof and also except the east 45.11 feet of the west 75.11 feet thereof and also EXCEPT the south 2.34 feet of the west 110.00 feet lying east of the west 45.11 feet thereof. (Torrens Property)



## **DEVELOPMENT AGREEMENT FOR CONSTRUCTION**

### **PARCEL C - SUBDIVIDED FROM 600 NORTH OWASSO BOULEVARD**

1.0 THIS AGREEMENT is made and entered into by and between the City of Shoreview, a municipal corporation and political subdivision of the State of Minnesota (hereinafter the "City") and Summit Design-Build, LLC their successors and assigns (hereinafter the "Developer").

2.0 On April 15, 2016 the City gave approval to subdivide certain property located within the City and described as follows (hereinafter the "subject property")

See Attachment A

(This property is commonly known as 600 North Owasso Boulevard)

Which when subdivided will be legally described as:

See Attachment B

(This property is commonly known as 598 North Owasso Boulevard)

3.0 Pursuant to City Ordinances, the Developer is required:

- A. To make certain improvements to the Subject Property.
- B. To provide the City with a form of surety, approved by the City's Attorney, insuring completion of any required improvements which remain incomplete at the time of the Developer's request for final approval.
- C. To make a public land dedication to the City or, in lieu thereof at the discretion of the City Council, to make a cash equivalent payment prior to recording the deeds for the parcels.
- D. To follow certain procedures, as determined by the City, to control soil erosion during the development of the Subject Property.

4.0 Terms and Conditions. In compliance with the requirements of the City's Development Regulations; in compliance with the City Council's conditions of approval; and in consideration of the undertakings herein expressed, the City and Developer agree to develop Parcel A as follows:

- A. Conditions Precedent. Prior to the City's issuance of a building permit on Parcel C, the Developer shall:
  - 1. Grading, Drainage and Erosion Control Plan. The Developer shall prepare a grading, drainage erosion control plan for any site work that disturbs soil on the

Subject Property, including, but not limited to, utility work, construction of a new house or installation of a new driveway. No site grading shall occur prior the Developer obtaining a Grading or Building Permit approved and issued by the City and prior to the installation of approved erosion control measures. The natural drainage pattern shall be retained.

To ensure erosion control during the development of the Subject Property, the Developer is required to submit a financial surety deposit, in a form approved by the Public Works Director. Said deposit shall be submitted prior to, or concurrently with, the issuance of a building permit.

2. Installation and Maintenance of Sanitary Sewer and Water Services. Developer agrees that all sanitary sewer and water facilities, pipes or appurtenances installed on the Subject Property are private, and Developer, its successors and assigns, shall be solely responsible for the maintenance, repair and replacement of such sanitary sewer and water improvements.
  - A. Sanitary Sewer Service and Municipal Water Service (Public Utilities). Public water is available in the North Owasso Boulevard right-of-way. Public sanitary sewer service is available in an easement located on private property immediately west of the subject property. Water and sewer services to the Subject Property shall be constructed in accordance with the City's ordinances and regulations, and pursuant to specifications approved by the City Engineer. Land area disturbed for the installation of these services shall be restored in accordance with the City's ordinances. Prior to commencing work in the sanitary sewer easement, the Developer shall notify the private property owner.
  - B. Surety. Developer agrees to provide all labor and materials for the installation of any and all taps and pipe from the sewer and water mains located in the North Owasso Boulevard right-of-way to the front property line of Parcel B. The installations shall be according to City standards, as required by the Public Works Director. The Developer shall provide the City with a **Surety Deposit in the amount of \$2,000.00** insuring proper installation. THE DEVELOPER UNDERSTANDS THAT THE CITY WILL NOT ISSUE A BUILDING PERMIT FOR CONSTRUCTION OF ANY NEW RESIDENCE ON PARCEL B PRIOR TO RECEIPT OF THIS SURETY DEPOSIT.
3. Tree Preservation. Trees shall be preserved as possible, including those in the right of way. Protective tree fencing shall be installed in accordance with the City's Vegetation and Woodlands Ordinance. A wood chip berm, a minimum of 2 feet wide and 18 inches deep, shall be installed inside of the tree protection fence. The tree protection fence and wood chip berm shall be maintained during the period of site work. Minor revisions to the plan may be permitted with approval by the City Planner.

Development Agreement – 600 North Owasso Boulevard – Parcel C

4. Tree Replacement. The Developer, his assigns, or successors in interest, shall submit a tree removal and replacement plan with any building permit application for the Subject Property. The plan shall show the location of Landmark Trees, as defined in the Municipal Code, within **30 feet of the limits** of construction and the construction access drive and identify any Landmark Trees that will be removed. The plan shall show the proposed replacement trees and their locations. Replacement trees are required at a ratio of three (3) replacement tree for each Landmark Tree removed. A surety will be required for the replacement trees prior to the issuance of a building permit.
5. Construction Management. The Developer and its contractors and subcontractors shall work to minimize impacts from construction on the surrounding neighborhood by:
  - A. Definition of Construction Area. The limits of the Project Area shall be defined with heavy-duty erosion control fencing of a design approved by the Public Works Director. Any grading, construction or other work outside this area requires approval by the Public Works Director.
  - B. Parking and Storage of Materials. Adequate on-site parking for construction vehicles and employees must be provided or provisions must be made to have employees park off-site and be shuttled to the Project Area. No fill, excavated material or construction materials shall be stored in any public right-of-way.
  - C. Hours of Construction. Hours of construction, including moving of equipment shall be limited to the hours between 7:00 a.m. and 7:00 p.m. on weekdays and 8:00 a.m. and 6:00 p.m. on any weekend or holiday.
  - D. Site Maintenance. The Developer shall ensure that the contractor maintains a clean work site. Measures shall be taken to prevent debris, refuse and other materials from leaving the site. Construction debris and other refuse generated from the project shall be removed from the site in a timely fashion and/or upon the request by the City.
- B. Minimum Structure Setbacks. Front – 30 feet, Side (East) – 20 feet, Rear – 40 feet, Side (West), 10 feet for the dwelling unit/5 feet for accessory structures
- 5.0 Other Costs. In addition to the other fees required by the City regulations for this agreement, the Developer agrees to reimburse the City for all costs, of whatever kind or nature, incurred by the City in reviewing or processing the Developer's application or administration of the installation of public infrastructure, including but not limited to costs incurred for legal or other consultants.



6.0 All Costs Responsibility of Developer. The Developer agrees to pay for all costs incurred of whatever kind or nature in order to construct the improvements required by the City's regulations. The City shall not be obligated to pay the Developer or any of its agents or contractors for any costs incurred in connection with the construction of the improvements, or the development of the Subject Property. The Developer agrees to hold the City harmless from any and all claims of whatever kind or nature which may arise as a result of the construction of the improvements, the development of the property or the acts of the Developer, its agents or contractors in relationship thereto.

7.0 Financial Surety Escrows. The Developer is required to submit financial surety escrows as identified in this agreement. The developer agrees to reimburse the City at a rate of \$55.00 per hour for each hour or fraction thereof used by a City employee in the administration of the Escrow Agreement. The obligations imposed by this paragraph shall commence on the date of execution of this agreement. THE DEVELOPER UNDERSTANDS THAT THE CITY WILL NOT ISSUE A BUILDING PERMIT FOR CONSTRUCTION OF ANY NEW RESIDENCE ON TRACT B PRIOR TO RECEIPT OF THESE SURETY DEPOSITS.

- A. The developer shall not receive interest on the amount of the surety.
- B. The developer agrees that the surety may be utilized by the City to ensure compliance with the terms of the Development Agreement For Grading, Drainage and Erosion Control and to maintain all utility construction on the site, including the cleaning of road surfaces and storm sewer systems, as determined by the Engineering Department. The surety may also be utilized for clean-up or restoration of areas off of the construction site that are directly or indirectly impacted by conditions on the site.
- C. The developer agrees, upon written notification from the Public Works Director that proper erosion control methods are not being taken, to remedy the problem identified within 24 hours. In the event the remedy is not satisfactorily in place within that time period, the Developer acknowledges that the City may utilize the surety to complete the necessary work.
- D. Any funds not so utilized by the City shall be returned to the Developer once the Public Works Director has determined that the need for erosion control has been satisfied.
- E. Any soils transported to this site or exposed on the site shall be seeded consistent with a plan approved by the Public Works Director.
- F. This agreement shall not supersede any specifications required by the Public Works Director on the approved grading plan.

8.0 Other Agency Approvals. It is the Developer's responsibility to apply for and to acquire all other required agency permits prior to commencing construction, including any approvals necessary from the Ramsey Washington Metro Watershed District.

Development Agreement – 600 North Owasso Boulevard – Parcel C

9.0 Default. The occurrence of any of the following after written notice from the City shall be considered an “Event of Default” in the terms and conditions contained in this Agreement. Said default shall be cured within a reasonable time period as specified by the City.

- A. The failure of the Developer to comply with any of the terms and conditions contained in this Agreement;
- B. The failure of the Developer to comply with any applicable ordinance or statutes with respect to the development and operation of the subject property.

10.0 Remedies. Upon the occurrence of an Event of Default, the City, in addition to any other remedy which may be available to it shall be permitted to do the following:

- A. The City may make advances or take other steps to cure the default, and where necessary, enter the subject property for that purpose. The Developer shall pay all sums so advanced or expenses incurred by the City upon demand, with interest from the dates of such advances or expenses at the rate of 10% per annum. No action taken by the City pursuant to this section shall be deemed to relieve the Developer from curing any such default to the extent that it is not cured by the City or from any other default hereunder. The City shall not be obligated, by virtue of the existence or exercise of this right, to perform any such act or cure any such default.
- B. The Developer shall save, indemnify, and hold harmless, including reasonable attorneys fees, the City from any liability or other damages, which may be incurred as a result of the exercise of the City’s rights pursuant to this section.
- C. Obtain an order from a court of competent jurisdiction requiring the Developer to specifically perform its obligations pursuant to the terms and provisions of this Agreement.
- D. Exercise any other remedies, which may be available to it, including an action for damages.
- E. Withhold the issuance of a building permit and/or prohibit the occupancy of any building(s) for which permits have been issued.
- F. In addition to the remedies and amounts payable set forth or permitted above, upon the occurrence of an Event of Default, the Developer shall pay to the City all fees and expenses, including reasonable attorneys fees, incurred by the City as a result of the Event of Default, whether or not a lawsuit or other action is formally commenced or taken.

Development Agreement – 600 North Owasso Boulevard – Parcel C

11.0 **IN WITNESS WHEREOF**, the City and the Developer have executed this Agreement.

Approved by the City Council of Shoreview, Minnesota, this **15<sup>th</sup> Day of August, 2016.**

**DEVELOPER**

\_\_\_\_\_  
Summit Design-Build, LLC

**CITY OF SHOREVIEW**

\_\_\_\_\_  
Sandra C. Martin, Mayor

\_\_\_\_\_  
Terry Schwerm, City Manager



## EXISTING LEGAL DESCRIPTION:

The following Legal Description is as shown on FSA Title Surveys, LLC as agent for First American Title Insurance Company Title Commitment No. 160621, dated June 6, 2016: (A PORTION OF THE OVERALL PROPERTY HAS BEEN INTENTIONALLY LEFT OUT)

### Parcel 1:

All that part of Government Lot 1, Section 36, Township 30 North, Range 23, West, Ramsey County, Minnesota, lying south of North Owasso Boulevard and lying West of a line parallel and 200 feet East of West line of said section and lying North of the plat of Lake Owasso Heights.

Abstract Property

### Parcel 2:

Lot 1, Lake Owasso Heights, lying West of a line parallel and 200 feet East of the West line of Section 36, Township 30, Range 23; and lying East of the West line of said Section 36; Lots 2 and 9, Lake Owasso Heights, lying East of the West line of Section 36, Township 30, Range 23;

That part of Lot 3, Lake Owasso Heights, lying West of the following described line: Commencing at the Northeast corner of said Lot 3; thence West along the North line of said Lot 3, 142 feet to the point of beginning; thence South (at right angles to the North line) to the South line of said Lot 3;

All that part of Lot 8, Lake Owasso Heights, lying Westerly and Northerly of the following described line: Beginning at a point on the Easterly line of said Lot 100.00 feet Northeasterly of the Southeast corner of said Lot; thence West parallel with the South line of said Lot a distance of 125.00 feet; thence Southwesterly to a point on the South line of said Lot 125.00 feet West of the Southeast corner of said Lot and there terminating.

That part of Lot B, Lake Owasso Heights, lying Northerly of a line running from the Northeast corner of Lot 10 to the Northwest corner of Lot 11.

Torrens Property

PROPOSED PARCEL C

Parcel 1:

All that part of Government Lot 1, Section 36, Township 30 North, Range 23, West, Ramsey County, Minnesota, lying south of North Owasso Boulevard and lying west of a line parallel and 200.00 feet east of west line of said section and lying north of the plat of Lake Owasso Heights. EXCEPT the west 110.00 feet thereof. (Abstract Property)

Parcel 2:

The west 200.00 feet of Lot 1, Lake Owasso Heights, which lies east of the west line of Section 36, Township 30, Range 23. EXCEPT the west 110.00 feet thereof and also EXCEPT the south 2.34 feet lying west of the east 110.00 feet thereof.  
(Torrens Property)

**EXTRACT OF MINUTES OF MEETING OF THE  
PLANNING COMMISSION OF SHOREVIEW, MINNESOTA  
HELD JULY 26, 2016**

\* \* \* \* \*

Pursuant to due call and notice thereof, a meeting of the Planning Commission of the City of Shoreview, Minnesota was duly called and held at the Shoreview City Hall in said City at 7:00 P.M.

The following members were present: Doan, Wolfe, Peterson, McCool, Ferrington, Solomonson

And the following members were absent: Thompson

Member McCool introduced the following resolution and moved its adoption.

**RESOLUTION NO. 16-66  
A VARIANCE PERMITTING A SIDE YARD SETBACK REDUCTION FOR A  
DETACHED GARAGE**

WHEREAS, Todd Hinz of Summit Design Build submitted a variance application for the following described property:

See Attachment A

*(This property is commonly known as 600 North Owasso Boulevard)*

WHEREAS, pursuant to the Development Code Section 205.080 (D)(1)(f), the Development Regulations require structures to be setback a minimum of 20-feet from a side property line on a key lot; and

WHEREAS, the applicants have requested a variance to this requirement in order to retain an existing detached garage; and

WHEREAS, the Shoreview Planning Commission is authorized by state law and the City of Shoreview Development Regulations to make final decisions on variance requests; and

WHEREAS, on July 26, 2016, the Shoreview Planning Commission approved the variance and adopted the following findings of fact:

1. ***Reasonable Manner.*** The property owner is proposing to use the property in a reasonable manner. The property is guided for low density residential use and zoned for single-family residential uses. The property far exceeds the minimum lot area for a standard residential property and the subdivision will result in three parcels that comply with the width and area requirements for key lots in the R-1, Detached Residential District.

The existing detached garage is in excellent condition; therefore, it is reasonable to retain it. While it will be setback less than the 20-feet required for a key lot, there will be adequate separation from the future home on Parcel B since a 40-foot rear yard setback is required for the new home.

2. ***Unique Circumstances.*** The property is unique due to the size and width, which exceed the minimum standards for the R1 zoning district, and site improvements. The existing lot configuration and location of the home and detached garage have affected the proposed subdivision design. Orientation of the two new parcels toward North Owasso Boulevard is logical and uses the land efficiently. This orientation, however, creates key lots increasing the required side yard setback for an accessory structure from 5-feet to 20-feet.

3. ***Character of Neighborhood.*** The proposed 5-foot setback of the detached garage from the adjoining Parcel B will not alter the character of the neighborhood. Adequate separation between the garage and future home on Parcel B will be maintained due to the required 40-foot rear yard setback for a new home. Vegetation between the detached garage and future home will also be retained to mitigate the visual impact. Impacts of the reduced setback are internal to this development.

NOW, THEREFORE, BE IT RESOLVED BY THE SHOREVIEW PLANNING COMMISSION, that the variance request for property described above, subject to the following conditions:

1. This approval is subject to approval of the Minor Subdivision application by the City Council.
2. This approval will expire after one year if the subdivision has not been recorded with Ramsey County.
3. The approval is subject to a 5 day appeal period.

The motion was duly seconded by Member Ferrington and upon a vote being taken thereon, the following voted in favor thereof: Doan, Wolfe, Peterson, McCool, Ferrington, Solomonson

File No. 2625-16-24  
Minor Subdivision/Variance  
Hinz- Summit Design Build  
600 North Owasso Boulevard  
Page 3 of 4

And the following voted against the same: None

Adopted this 26th day of July, 2016

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John Doan, Chair  
Shoreview Planning Commission

ATTEST:

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Kathleen Castle  
City Planner

ACCEPTANCE OF CONDITIONS:

---

Todd Hinz – Summit Design Build

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 26<sup>th</sup> day of July, 2016.

SEAL



## EXISTING LEGAL DESCRIPTION:

The following Legal Description is as shown on FSA Title Survices, LLC as agent for First American Title Insurance Company Title Commitment No. 160621, dated June 6, 2016: (A PORTION OF THE OVERALL PROPERTY HAS BEEN INTENTIONALLY LEFT OUT)

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Abstract Property

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Lot 1, Lake Owasso Heights, lying West of a line parallel and 200 feet East of the West line of Section 36, Township 30, Range 23; and lying East of the West line of said Section 36; Lots 2 and 9, Lake Owasso Heights, lying East of the West line of Section 36, Township 30, Range 23;

That part of Lot 3, Lake Owasso Heights, lying West of the following described line: Commencing at the Northeast corner of said Lot 3; thence West along the North line of said Lot 3, 142 feet to the point of beginning; thence South (at right angles to the North line) to the South line of said Lot 3;

All that part of Lot 8, Lake Owasso Heights, lying Westerly and Northerly of the following described line: Beginning at a point on the Easterly line of said Lot 100.00 feet Northeasterly of the Southeast corner of said Lot; thence West parallel with the South line of said Lot a distance of 125.00 feet; thence Southwesterly to a point on the South line of said Lot 125.00 feet West of the Southeast corner of said Lot and there terminating.

That part of Lot B, Lake Owasso Heights, lying Northerly of a line running from the Northeast corner of Lot 10 to the Northwest corner of Lot 11.

Torrens Property

## MEMORANDUM

To: Kathleen Castle, City Planner

From: Tom Wesolowski, City Engineer  
Tom Hammitt, Senior Engineering Technician

Date: July 21, 2016

Subject: Minor Subdivision & Variance – 600 North Owasso Boulevard

The City's Engineering Department has reviewed the proposed minor sub-division and has the following comments:

### Sanitary Sewer

The Minor Lot Subdivision drawing shows the sanitary sewer services for Parcels B & C will be connected to the existing sanitary sewer main located to the west on the adjacent property. There is a 20-foot easement over the existing sanitary sewer main, which would allow the services to be connected to the main without requiring an easement from the adjacent property owner. The sewer service for Parcel B would need an easement to cross Parcel A to get to the main. Parcel C would need an easement to cross Parcel B and A to get to the main. Escrow deposits may be required to ensure completion of the installation and would be determined at the time of construction. Parcel A is already connected to the City's sanitary sewer system and was assessed.

Parcel's B and C will be required to pay a deferred connection charge in lieu of an assessment for connecting to City sanitary sewer. The fee for Parcel B is \$556.00 based on 80 feet of frontage. The fee for Parcel C is \$625 based on 90 feet. These fees should be a condition of the lot split and paid as part of the lot split. The other typical fees such as connection charge, SAC charge and inspections would be paid at the time of a building permit.

### Water Main

An existing water main is located on the north side of the North Owasso Boulevard right-of-way. The developer would need to install new water services to Parcel B & C. Construction of the water services will require escrows to ensure satisfactory completion of the installation. The escrows will be determined at the time of construction and would vary depending on the method of construction and impact to the road, bituminous trail and/or other utilities or infrastructure.

Parcel's B and C will be required to pay a deferred connection charge in lieu of an assessment for connecting to City water main. The fee for Parcel B is \$904.00 based on 80 feet of frontage. The fee for Parcel C is \$1,017 based on 90 feet. These fees should be a condition of the lot split and paid as part of the lot split. The other typical fees such as connection charge, water meter

and inspections would be paid at the time of a building permit. Parcel A is already connected to the City's water system was assessed.

Minor Subdivision 600 North Owasso Blvd  
Page Two

#### Storm Water

Due to the size of the developed area a watershed permit is not required. Parcel B & C should be graded to direct stormwater runoff away from existing properties and toward N Owasso Boulevard.

#### Driveway Opening

North Owasso Blvd has bituminous curb. Any new curb openings or modification of existing openings will require an escrow to ensure that completion of the driveway construction in the right-of-way is satisfactory.

#### Trees

All landmark trees removed will require a landscape escrow deposit and replacement trees per City Code. Reference information in section 209.050(B)(3).

#### Addresses

With the creation of the new lots fronting on North Owasso Blvd and moving the driveway of the existing house, Parcel A, a new address will be required to help in locating the structure for emergency services.

Parcel C – 598 North Owasso Blvd  
Parcel B – 608 North Owasso Blvd  
Parcel A – 618 North Owasso Blvd (formerly 600)













NAD\_1983\_HARN\_Adj\_MN\_Ramsey\_Feet  
© Ramsey County Enterprise GIS Division

**Legend**



-  City Halls
-  Schools
-  Hospitals
-  Fire Stations
-  Police Stations
-  Recreational Centers
-  Parcel Points
-  Parcel Boundaries

**Notes**

Enter Map Description

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.  
**THIS MAP IS NOT TO BE USED FOR NAVIGATION**



7/21/2016

Shoreviewmn.gov Mail - Comment Form - Minor Subdivision/Variance, 600 North Owasso Blvd



Kathleen Castle <kcastle@shoreviewmn.gov>

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## Comment Form - Minor Subdivision/Variance, 600 North Owasso Blvd

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Mon, Jul 18, 2016 at 11:18 AM

Nicole Soderholm <nicole.soderholm@rwmwd.org>  
To: Kathleen Castle <kcastle@shoreviewmn.gov>

Hi Kathleen,

No permit needed from us if it's just a parcel division.

If any construction or soil disturbance occurs that is greater than 1 acre or that might impact wetlands in the area, then the owner/developer can contact me for more information on our permitting process.

[www.rwmwd.org/permits](http://www.rwmwd.org/permits)

Have a good day,

**Nicole Soderholm**

Permit Coordinator | Ramsey-Washington Metro Watershed District

2665 Noel Dr | Little Canada, MN 55117 | Direct: 651-792-7976

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**From:** Paige Ahlborg  
**Sent:** Friday, July 15, 2016 2:27 PM  
**To:** Nicole Soderholm  
**Subject:** Fwd: Comment Form - Minor Subdivision/Variance, 600 North Owasso Blvd

Begin forwarded message:

**From:** "Kathleen Castle" <kcastle@shoreviewmn.gov>  
**To:** "Paige Ahlborg" <paige.ahlborg@rwmwd.org>, "Nate Berg" <nberg@ljfd.org>, "Kevin Beck" <kbeck@kellyandlemons.com>  
**Subject:** Comment Form - Minor Subdivision/Variance, 600 North Owasso Blvd

Please see the attached information on a proposed subdivision at 600 North Owasso Boulevard to create 3



Kathleen Castle &lt;kcastle@shoreviewmn.gov&gt;

---

**property @ 600 N Owasso Blvd.**1 message

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**jerry dempsey** <jerdemps@gmail.com>

Mon, Jul 18, 2016 at 1:51 PM

To: kcastle@shoreviewmn.gov

Hi, I'm the property owner at 596 Kent Ln., just across N Owasso Blvd. from proposed property change. Traffic in this area has very poor visibility/site distance due to road curve and grade. Traffic is especially impacted during snow events.

I feel any variations of building codes to permit new construction at this site is unwarranted and probably unwise due to:

1. very poor visibility/site distance for traffic
2. minimum set back distances are established for several reasons, and

I feel one very important reason is to protect nearby property owners from unwarranted building projects such as this.

I feel continuing this project as proposed will negatively impact my property value.

Thank you for letting me express these concerns;

Jerry L. Dempsey  
596 Kent Lane





Kathleen Castle &lt;kcastle@shoreviewmn.gov&gt;

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**File No. 265-16-24 Hintz/Summit Design Build,I, 600 North Owasso Boulevard**3 messages

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Patricia &lt;patkiland@hotmail.com&gt;

Wed, Jul 20, 2016 at 7:50 AM

To: "kcastle@shoreviewmn.gov" &lt;kcastle@shoreviewmn.gov&gt;

Ms. Castle,

We live at 3340 Owasso Hgts Rd. Our property is next to two eight foot lake easements. The one next to us is now owned by Summit Builders. The property at 3349 Owasso Hgts Rd also has rights to use this strip. The second one is owned by two other home owners.

We are wondering if adding 3 or 4 new Summit homes will also add more users of the 8 foot easement. Right now the 3349 Owasso Hgts Rd resident has a dock that is 8 feet wide at the end and parks a 6 foot wide boat by the dock resulting in the boat and a good part of the dock being over our property line.

According to DNR regulations "docks and boat lifts should be placed so that mooring and maneuvering of watercraft can normally be confined within the property lines as if they were extended into the water."

Our concern is that adding 3 or 4 more residents who have access to the 8 foot easement will result in additional watercraft where there is no room for more without coming further past our property line or into the other 8 foot easement on the north side. We would hope that when the Summit property is subdivided, that only the original home at 600 North Owasso Blvd would have access to the easement.

Thanks for your consideration,

Skip and Pat Kiland  
3340 Owasso Heights Rd  
Shoreview MN 55126  
651-484-4635

File No. 2625-16-24

Hinz/Summit Design Build

600 North Owasso Blvd

RECEIVED

JUL 20 2016

ml

Comments:

I have no problem with the subdivision of the property at 600 North Owasso Blvd. The problem that I see arising is the use of the 8' access from Owasso Heights Road to Lake Owasso. From what I have heard, the developer wants to give the owners of the future homes access to that 8' parcel. There is another person who has deeded access to that parcel. That would make it a real possibility that four families would want to moor boats on the 8' parcel. This would undoubtedly infringe on the riparian rights of the lake front owners on either side of the 8' parcel. Also, if a couple of those families decided to use the parcel at the same time, there would not be enough room for them leading to the likelihood of encroachment on private property. I cannot see that this would be a winning situation for any of the persons involved with this land. Thank You.

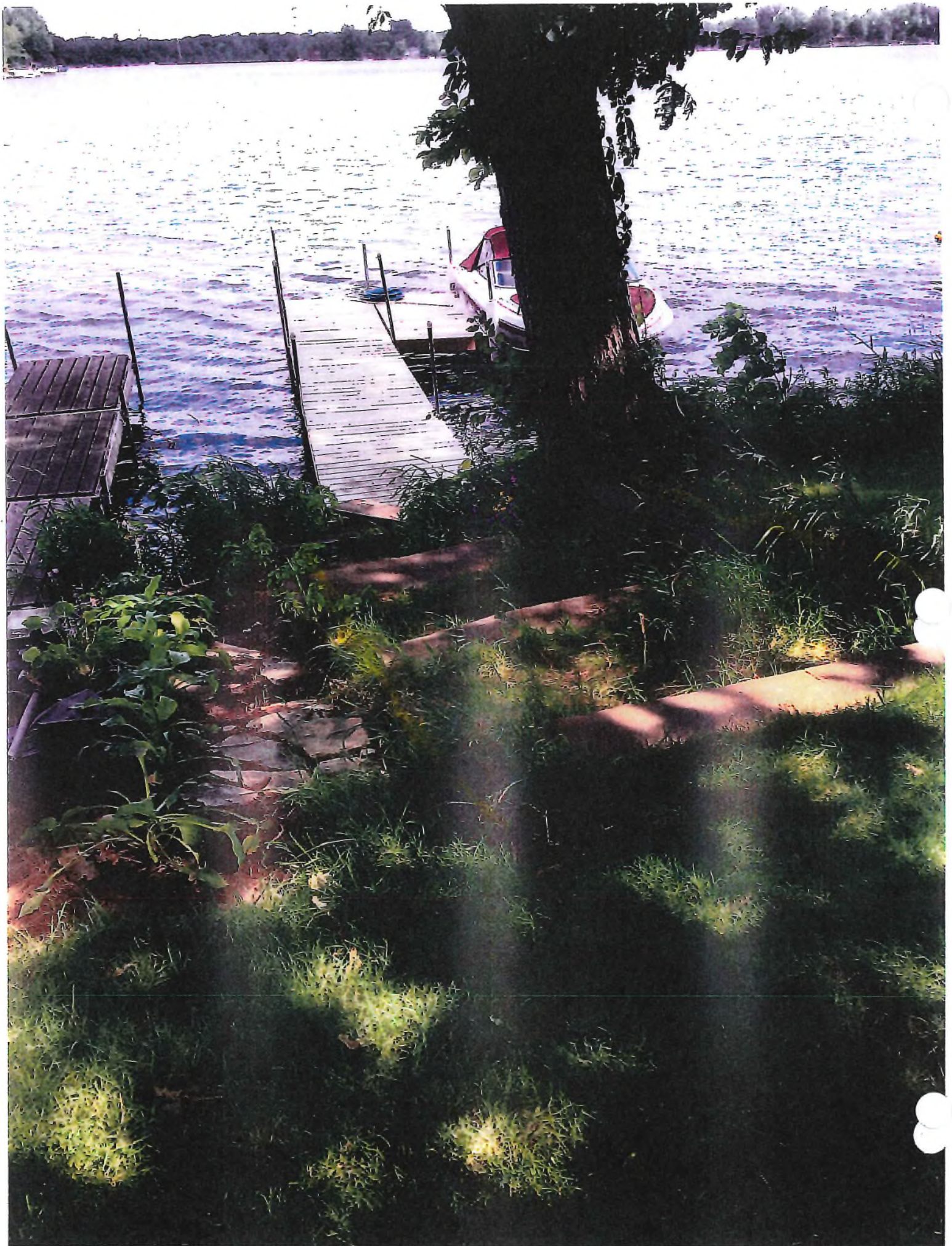
Charles & Jo-Ann Copeland

3348 Owasso Heights Road











7/21/2016

Shoreviewmn.gov Mail - Minor Subdivision and Variance application from Todd Hinz



Kathleen Castle <kcastle@shoreviewmn.gov>

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## Minor Subdivision and Variance application from Todd Hinz

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Dennis & Jeri <denjer@jphouse.com>  
To: kcastle@shoreviewmn.gov

Thu, Jul 21, 2016 at 4:02 PM

We are deeply concerned about the possibility of our Dale Street alley being turned into an access for the new properties.

It is an alley not a street. Those new properties already have access from North Owasso Blvd.

We also love the semi-rural atmosphere of our unique neighborhood and fail to see the need for subdividing generous lot sizes and shoehorning new dwellings onto them. We greatly prefer the relatively low housing density of our neighborhood.

Thank you

Arnold and Jeralden Erickson

3301 Owasso Hts Rd.



Kathleen Castle <kcastle@shoreviewmn.gov>

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## Public Notice Response - 600 North Owasso Blvd. Minor Subdivision Proposal

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Robert DeVoe <robert.devoe@outlook.com>

Thu, Jul 21, 2016 at 6:29 AM

To: "kcastle@shoreviewmn.gov" <kcastle@shoreviewmn.gov>

Cc: Linda DeVoe <lindasdevoe@gmail.com>, Robert DeVoe <robert.devoe@outlook.com>

Hi Again~

We made a few changes to our original submission. Hopefully it's not too late to replace it with this one...could you let us know? Thank you so much!

~Bob & Linda

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Dear Ms. Castle,

Thank you so much for the chance to respond to the proposed minor subdivision proposal of 600 North Owasso Blvd. Here's our top-of-mind comment & question:

Comment:

As longtime residents of 590 North Owasso Blvd., we truly love our surrounding park-like & woodland setting. It is home to many special plants, trees and wildlife and is one of the principal reasons we chose this property 22 years ago. We sincerely hope that any development would complement the current setting.

Question:

Our home is directly downhill from Parcels B & C. What precautions are planned to ensure the water runoff and sewer connections do not negatively impact our property?

Thank again! We look forward to learning more at the Planning Commission meeting on July 26<sup>th</sup>.

Sincerely,

Robert and Linda DeVoe

590 North Owasso Blvd.



7/22/2016

Shoreviewmn.gov Mail - File # 2625-16-24, 600 N. Owasso Blvd



Kathleen Castle <kcastle@shoreviewmn.gov>

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**File # 2625-16-24, 600 N. Owasso Blvd**

1 message

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Nicole Frethem <nic.joy@gmail.com>  
To: kcastle@shoreviewmn.gov

Thu, Jul 21, 2016 at 6:24 PM

Ms. Castle,

Thank you for your letter.

We live at 3299 Owasso Heights Drive in the small neighborhood where this change is requested. We and some of our other neighbors have concerns about the west 30 foot ingress/egress easement portion of the proposal that extends south beyond the garage on parcel A.

It appears as if the developers are attempting to turn the alley (ending in our neighbor's private drive) into a through way all the way to North Owasso Blvd. We would be opposed to this as it seems unnecessary and could reduce the privacy of our properties and safety of our yards for our children with increased traffic in the alley.

We're also concerned that it would cause issues for our neighbors whose driveway is their private land. It could increase trespassing on their property and lead to confusion.

Adding roadway where it doesn't need to be will also reduce the park-like quality of our neighborhood which we oppose on both aesthetic and environmental grounds.

We do not mind the division of the property or the new homes being built. We look forward to meeting new neighbors. We just want to make sure that our current neighbors and our neighborhood as a whole aren't negatively impacted.

Thank you for your consideration.

Nicole and Stephen Frethem  
3299 Owasso Heights Drive  
Shoreview, MN 55126  
[763-229-7378](tel:763-229-7378)  
[nic.joy@gmail.com](mailto:nic.joy@gmail.com)



Kathleen Castle <kcastle@shoreviewmn.gov>

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## 600 North Owasso Blvd subdivision proposal

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Twila Greenheck <greenhecks@att.net>

Thu, Jul 21, 2016 at 5:10 PM

To: Kathleen Castle <kcastle@shoreviewmn.gov>

Greetings Kathleen-  
Sorry for the inconvenience - technology??? gets confusing sometimes.  
Hope this works.

Twila

To: [kcastle@shoreviewmn.gov](mailto:kcastle@shoreviewmn.gov)

File No. 2625-16-24  
600 North Owasso Boulevard  
Shoreview MN 55126

Comments concerning Minor Subdivision and Variance Application from Todd Hinz/Summit Design Build

We own and live at 3333 Owasso Heights Road which is Lot 11 and portions of Lot B and 10, which is the property adjacent to the south of this subdivision proposal. We have lived here for over 45 years.

Our concern focuses on the west 30 foot ingress, egress easement portion of the proposal; in particular that portion that extends beyond and south of the existing garage on Parcel A.

That southern portion of the easement has implications for further development which would greatly impact our property and home. We see this easement abutting our property as a possible effort for future development within Parcel A.

There doesn't seem to be any obvious need or reason to extend the 30 foot easement beyond the existing garage. We ask that this section of the proposal be denied.

Thank you for consideration for our concerns.

Don and Twila Greenheck  
3333 Owasso Heights Road  
651 - 483 - 1214  
[greenhecks@att.net](mailto:greenhecks@att.net)  
[Quoted text hidden]



Kathleen Castle &lt;kcastle@shoreviewmn.gov&gt;

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**Variance Proposal meeting for 7/26**

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**Brett Haugen** <haugenbp@gmail.com>

Mon, Jul 25, 2016 at 9:35 PM

To: kcastle@shoreviewmn.gov

Cc: Lindsay Haugen &lt;lafield22@gmail.com&gt;

Hi Kathleen,

My wife Lindsay and I received the public notice you sent regarding the minor subdivision and variance request by Summit Design. We live at 3349 Owasso Hts. Rd with our 6 year old daughter Adelaine. Having just moved in April of this year, we have fallen in love with the neighborhood and plan to stay here for a very long time. What we love about the neighborhood are the great neighbors, the quiet streets, and the wooded lots. It is what initially attracted us to the area. We understand Mr. Hinz would like to parcel out the Sitzer property and build 2 additional houses on it. We do have some questions and concerns:

- We live downhill, from these houses, and drainage is already a concern, We are hoping this will be addressed during construction and afterwards as it arises.
- The proposed access on N. Owasso Blvd is a blind curve as it. Cars backing out of it may be a safety hazard.
- Loss of a beautiful wooded lot, part of the aesthetic of Shoreview. The area two other developments nearby that have caused the loss of many trees and wildlife. This change in the landscape is not consistent with the neighborhood or the intent of the original land owner, Mr. Sitzer. Two properties additional homes seems like they would be on much smaller lots than the rest of the neighborhood.
- Access to lake Owasso. Our property has an easement through the current property's parcel to Lake Owasso, another large reason we purchased the property and something we take advantage of regularly. Also, there is a 4 foot parcel on the south side of my property. The concern is with the possibility of having to share it with three properties as opposed to just one and additional traffic next to our lot.
- We have only been here a few months but have already endured near constant construction from the south and the northeast of us. This project will be directly west. After talking to numerous neighbors, this apparently has gone on for about 2 decades. I know this is not due to Mr. Hinz, but at some point a reprieve from it would be nice.

Thank you for taking our concerns into account.

Brett and Lindsay Haugen





PROPOSED MOTION

MOVED BY COUNCILMEMBER \_\_\_\_\_

SECONDED BY COUNCILMEMBER \_\_\_\_\_

To authorize the City Manager to enter into a contract with Vision Technology Solutions, LLC for website development services for the redesign of the City and Community Center websites, hosting services and content management licensing services in the amount of \$28,500.

ROLL CALL:	AYES	_____	NAYS	_____
Johnson		_____		_____
Quigley		_____		_____
Wickstrom		_____		_____
Springhorn		_____		_____
Martin		_____		_____

Regular Council Meeting  
August 15, 2016



**TO:** Mayor and City Council

**FROM:** Rebecca Olson, Assistant to the City Manager

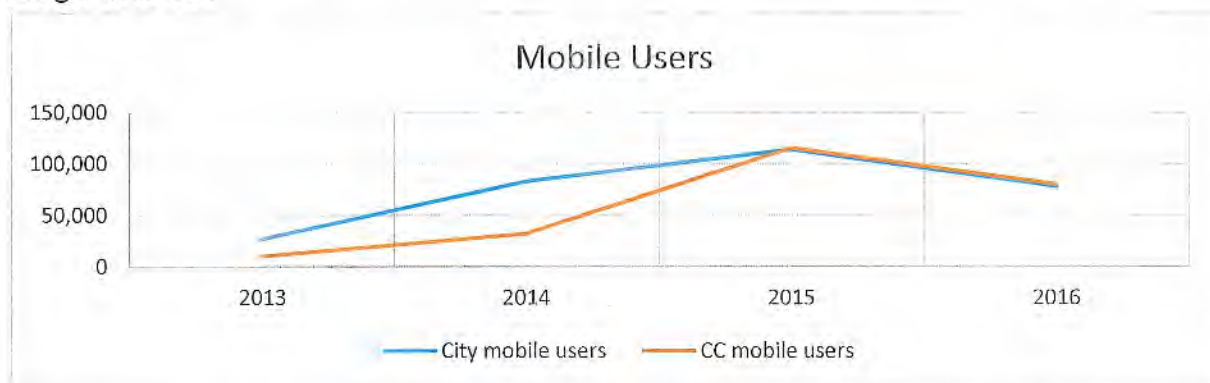
**DATE:** August 15, 2016

**SUBJECT:** Website Redesign

### **INTRODUCTION**

The City and Community Center last redesigned their websites in 2012. Historically, industry standards typically recommended redesigning a website every 3-4 years to keep pace with technology changes and customer design preferences. This standard was reflected in our current contract. As part of that contract the city is entitled to a basic graphic redesign of one of our websites at the conclusion of our 4 year term. However, as the rate of technology advancements quickens, the need to upgrade to a more up-to-date and current interface must also keep pace.

Our 2015 Community Survey indicated that 59% of residents have accessed the City's website. The number of users has steadily increased since 2013. We have recently seen the number of people accessing our websites from a mobile device outnumbering those accessing it on a desktop. Although we currently have a mobile version of our website it is not a "responsive design" website.



Responsive web design allows webpages to be viewed in response to the size of the device one is viewing it with. If a person is viewing our website via a smartphone, tablet or desktop, the website will adapt the layout to the screen size and resolution and display content appropriately. This has become more important as the amount of mobile traffic to our websites increases.

The Council is being asked to approve a contract with Vision Internet for website redesign services that includes the responsive design element as well as other enhancements to both the City website and Community Center website.



## **BACKGROUND**

During the past several months, staff has been monitoring website analytics which include data on how many users access our websites, as well as what type of device they are utilizing to gain access. This has shown a growing number of users who are using mobile and tablet devices to access our websites. Based on the data indicating the growing number of mobile users to both websites, staff researched the cost of a redesigned website using the responsive design element. As stated previously, our current contract allows for one graphic redesign at no cost at the end of our initial 4 year term. In order to redesign both websites, we will need to enter into a new contract with Vision Internet.

As part of the redesign process, Vision Internet will conduct an advanced website analysis to identify key components that our users most frequently utilize. This will include applying a heat map that determines how people navigate our site, stakeholder interviews and in-depth analytics. They will use the data collected to design a functional and user friendly website for both the City and Community Center.

In addition, the redesign package will include visionSearch, a search alternative that can sort search results, filter and also includes advanced search functions. Since many website visitors use search as the primary means of finding what they want and exploring the website, it is important to have a tool that provides fast and accurate results.

The redesign will also feature a Mega Menu which is different than our current drop down menu. This option creates easier navigation to pages and content and is fully customizable and flexible, and allows us to define the levels of navigation.

Additionally, the contract will include up to 30 hours of site improvement credits. These credits replace the 'free redesign' provision that was part of our current contract and can be used beginning in the second year for any website changes, or improvements. They can also be saved and used at the end of the initial term for another redesign. The intention of this change from the free graphic redesign to site improvement credits was to allow us the option of making upgrades sooner rather than waiting until the end of our contract term.

The one-time cost to redesign both the City and Community Center websites is listed below. The cost will not be as much as the original website design in 2012 (\$54,000) since our contract allows for one free site redesign. The costs below are the total one-time costs and reflect the free redesign option for one of our sites.

Service	Cost
---------	------

Website Development <ul style="list-style-type: none"> <li>Graphic redesign, content migration, advanced website analysis and report.</li> </ul>	\$21,000
Content Management Implementation <ul style="list-style-type: none"> <li>Mega Menu Designer for both sites and visionSearch.</li> </ul>	\$7,500
TOTAL	<b>\$28,500</b>

The on-going annual maintenance cost will be \$12,250. We have processed our annual maintenance payment for 2016 and therefore will not have another payment due until the beginning of year 2 of our term (2017). The cost for the website redesign would be paid from the cable television fund. The website redesign process is expected to take 6-7 months.

Attached is the formal proposal by Vision Internet and a welcome letter from the CEO.

#### **RECOMMENDATION**

It is recommended that the City Council approve the proposal from Vision Internet in the amount of \$28,500 for the redesign of the City and Community Center websites.



creating what's next  
for the City of Shoreview

Project Name: 2016-0803 vP-CSM

#### List of Services

Vision will perform the following services for the City of Shoreview:

- ▶ Navigation and Graphic Redesign Services
- ▶ visionLive™ Subscription Services

#### Contacts

##### City Project Manager

- ▶ Name: Rebecca Olson
- ▶ Address: 4600 Victoria Street North, Shoreview, MN 55126
- ▶ Phone: 651-490-4613
- ▶ Email: [rolson@shoreviewmn.gov](mailto:rolson@shoreviewmn.gov)
- ▶ Fax: 651-490-4699

##### City Contract Contact

- ▶ Name: Rebecca Olson
- ▶ Address: 4600 Victoria Street North, Shoreview, MN 55126
- ▶ Phone: 651-490-4613
- ▶ Email: [rolson@shoreviewmn.gov](mailto:rolson@shoreviewmn.gov)
- ▶ Fax: 651-490-4699

##### Vision Project Manager

- ▶ Name: Kristoffer Von Bonsdorff, or his designee
- ▶ Address: 222 N. Sepulveda Blvd., Suite 1500, El Segundo, CA 90245
- ▶ Phone: (310) 656-3100
- ▶ Email:
- ▶ Fax: (310) 656-3103

##### Vision Contract Contact

- ▶ Name: Contract Administrator
- ▶ Address: 222 N. Sepulveda Blvd., Suite 1500, El Segundo, CA 90245
- ▶ Phone: (310) 656-3100
- ▶ Email: [contracts@visioninternet.com](mailto:contracts@visioninternet.com)
- ▶ Fax: (310) 656-3103





## *terms and conditions*

This Master Services Agreement ("**Agreement**") is made and entered into effective as of the date of the last signature below (the "**Effective Date**") by and between Vision Technology Solutions, LLC dba VISION ("**Contractor**"), and the customer which is a signatory hereto ("**Client**"). Client and Contractor are sometimes individually referred to as a "**Party**" and collectively as the "**Parties**."

1. Services. This Agreement (which includes and incorporates the Addendum(s) attached hereto and Contractor's acceptable use policy ("**AUP**") posted at [www.visioninternet.com](http://www.visioninternet.com)) sets forth the entire terms and conditions by which Contractor will deliver and Client will receive any and all of the services provided by Contractor, including one or more of the following: website development, visionLive™ subscription services, maintenance services, and/or other extra work and services (collectively, the "**Services**") and supersedes all other written or oral agreements, proposals or understandings with regard to the Services provided for herein. This Agreement is intended to cover any and all Services ordered by Client and provided by Contractor.

Contractor will provide Services to Client as requested by Client and as set forth in the applicable Addendum(s) in exchange for payment of related fees specified in such Addendum(s), and compliance with the terms and conditions of this Agreement, and compliance with Contractor's AUP as such policy may change from time to time. In the event of conflict with an Addendum with respect to the terms of this main body of this Agreement, then this Agreement shall govern.

2. Subsequent Extra Work/Other Services. Additional services not initially covered in this Agreement (including the Addendum referenced above) and extra hours will be presented to Client for approval prior to commencement of work ("**Extra Work**"). Extra Work will be set forth in an amendment to this Agreement signed by the Parties and designated as Addendum C-1, C-2, etc., as applicable, and such Addendum shall become part of this Agreement when executed by both parties. Such addendum will be billed at Contractor's then prevailing hourly rates, which are currently as follows: Content Migration, \$85/hr; Graphic Production, \$95/hr; Quality Assurance, Testing, Debugging, Technical Support, Webmaster Services, HTML Programming, \$105/hr; Consulting, Project Management, Database Design, Dynamic Programming, \$135/hr; Graphic Design, Training, \$125/hr; Straight flatbed scanning will be billed at \$10 per scan. Touch up work to images will be billed at the Graphic Design hourly rate. Client shall be responsible for any or all additional fees including, without limitation: photography, stock images, illustration, fonts, scanning, software, applications, online promotion, marketing, copy writing, redesign, change orders, mailings, and fees to any third party vendors if applicable. Calls outside of Business Hours for support services unrelated to the website being down for more than ten (10) minutes will be subject to a minimum fee of \$135.

3. Ownership; Limited Licensing of Intellectual Property.

3.1. Designs. Upon payment in full of the website development fees provided under Addendum A, Contractor grants a non-exclusive, non-transferrable, and perpetual license for Client to reproduce, modify or create derivative works for its own use, public display, and use any and all of Contractor's copyrights in the homepage layout wireframe, sitemap, draft homepage design concept(s) interior page layouts (collectively, the "**Contractor Designs**") embodied in Client's website, which are prepared or caused to be prepared by Contractor under this Agreement. The Contractor Designs provided under this Agreement is licensed and not sold. Client understands and agrees that the Contractor Designs as a whole is an original work of authorship by Contractor and that Contractor shall retain all rights, title, and interests therein. Contractor retains its right to use any web pages developed for the Client in any of its own promotional materials as examples of its work.

3.2. Vision Content Management System™. Contractor also grants a limited, non-exclusive, and non-transferrable license for Client to use the Vision Content Management System™ (also known as the Vision Internet Content Management System, VCMT, VCMS and the Vision Content Management Tool, collectively, the "**VCMS**"), and Dynamic and Interactive Components of the VCMS to the extent necessary for the Client's use and operation of its website; provided, Client does not modify the VCMS and maintains a visionLive™ Subscription in accordance with this Agreement and Addendum B. The VCMS provided under this Agreement is licensed and not sold, and Client understands and agrees that Contractor shall retain all rights, title, and interests in the VCMS, Dynamic and Interactive Components, and any other Contractor intellectual property not provided for in this Section.



## Additional Website Development Terms and Conditions

1. Client understands and agrees that Contractor will develop website frontend to be compatible with Internet Explorer 9, 10, and 11, and the latest released versions at the time of Completion of: Firefox, Chrome, and Safari. Website backend will be compatible with Internet Explorer 9, 10, and 11, and the latest released version of Chrome and Firefox at the time of Completion. Website may not be compatible with previous or future versions. Website backend will be optimized for 1024 x 768 pixels resolution or above. Client understands and agrees that the website will be developed with Hypertext Markup Language ("**HTML**"), CSS, JavaScript, and Microsoft ASP.NET ("**MS-ASP**") interfaced with a database created in Microsoft SQL Server ("**MS-SQL**"). Client understands and agrees that the website is developed to run on a Microsoft Windows Server 2012 ("**MS-Server**"), or later. Responsive Website Design with visionMobile Designer™ mobile browsers will be compatible with the latest released versions at the time of Completion of iOS Safari, Android Chrome, and Windows Phone 7 Internet Explorer, but may not be compatible with previous or future versions. Client is responsible for the costs of all software licensing. All of the web browsers listed in this section, and any others added by Contractor at its discretion are herein referred to collectively as the "**Supported Web Browsers**".
2. Contractor will design the website frontend navigation and graphic design to be generally compliant with WCAG 2.0.
  - A. Client further understands and agrees that content, website backend, and third-party tools may not be compliant with Section 508 or WCAG 2.0.
3. Client understands and agrees that completion of website design services for the City of Shoreview website fulfills Contractor's obligation to deliver a basic graphic redesign of the website pursuant to the "Subscription Services Agreement" dated September 18, 2012 by and between Vision Internet Providers, Inc. and the City of Shoreview.





### **Vision Content Management System™ Interactive Components and Features.**

The Contractor will implement Client's website using the VCMS. Customization of the VCMS includes the frontend graphic design and layout as well as adding or subtracting fields.

The VCMS will be implemented with the components provided under Addendum B.

### **Integration of Third-Party Components and Databases.**

- 1 None at this time.

#### **Additional HTML Template**

The Contractor will provide Client an HTML template that vendors of third-party components can use. Contractor will also integrate links to these third-party components into the overall website navigation. Additional web-interfaces with third-party databases and systems are outside the scope of work of this Addendum A.

## Website Development Fees

Client agrees to pay Contractor for Website Development as follows:

1. Price. Contractor agrees to perform work set forth in this Addendum A for \$28,500.

Service	Cost
Website Development (1) City of Shoreview and (2) Shoreview Community Center	
Advanced Website Analysis	
Navigation and Graphic Design	\$21,000
Custom content migration script	
VCMS Implementation	
City of Shoreview	
Mega Menu Designer	
visionSearch	\$7,500
Shoreview Community Center	
Mega Menu Designer	
visionSearch	
<b>Total</b>	<b>\$28,500</b>

2. Payment. Contractor will submit itemized invoices to Client for the payments required by this Section, and all invoices will be due and payable within 30 days:

- (a) An initial payment equal to 50% of the total cost; and
- (b) A payment equal to 50% of the total cost upon Completion.

3. Non-Contractor Hosting. If Contractor is not providing hosting services under Addendum B then, at Client's request, Contractor will assist Client with setting up the website on Client's server. A flat rate of \$475 for up to four hours of Technical Support will be charged for assistance in setting up the website according to Contractor's Standard Hosting Procedure. Any additional work will be billed at the Technical Support hourly rate.





## Addendum A

### *website development services*

#### Included Services

Pursuant to the terms herein, Contractor agrees to provide website development services as provided below in exchange for payment of fees and compliance with the terms and conditions of this Addendum and the Agreement. Website development services include the following:

##### **Navigation and Graphic Design for the City of Shoreview Website.**

The Contractor will consult with Client on how to organize Client website content. Based on this consultation, the Contractor will create a custom content migration script to move the content to its new location on the redesigned website, and Contractor will assist in transferring existing content into the new design. The Contractor will then provide Client with one draft homepage design concept via Client-accessible software or as an email attachment ("**Delivery**"). The Contractor will revise the homepage design concept. After Client reviews the final homepage design concept, the Contractor will provide three interior page designs per standard layouts available through Contractor's template builder and VCMS widget requirements. The Contractor will deliver the following:

- ▶ Custom content migration script
- ▶ One homepage design concept
- ▶ Approved homepage design
- ▶ Up to three interior page templates

##### **Responsive Website Design with visionDesigner™**

Client's website will be implemented with Responsive Web Design (RWD) ensuring content automatically resizes to fit mobile, tablet and monitor screens. While RWD will make the website viewable across all devices, Client may need to adjust content for readability and to improve usability on smaller screens. visionMobile Designer™ enables Client to move, hide and reorder content to create an optimized mobile view of the website.

##### **Navigation and Graphic Design for Shoreview Community Center Subsite.**

The Contractor will consult with Client on how to organize Client website content. Based on this consultation, the Contractor will create a custom content migration script to move the content to its new location on the redesigned subsite, and Contractor will assist in transferring existing content into the new design. The Contractor will then provide Client with one draft homepage design concept via Client-accessible software or as an email attachment ("**Delivery**"). The Contractor will revise the homepage design concept. After Client reviews the final homepage design concept, the Contractor will provide three interior page designs per standard layouts available through Contractor's template builder and VCMS widget requirements. The Contractor will deliver the following:

- ▶ Custom content migration script
- ▶ One homepage design concept
- ▶ Approved homepage design
- ▶ Up to three interior page templates

##### **Responsive Website Design with visionDesigner™**

Client's website will be implemented with Responsive Web Design (RWD) ensuring content automatically resizes to fit mobile, tablet and monitor screens. While RWD will make the website viewable across all devices, Client may need to adjust content for readability and to improve usability on smaller screens. visionMobile Designer™ enables Client to move, hide and reorder content to create an optimized mobile view of the website.



IN WITNESS WHEREOF, the Parties have caused this Master Services Agreement to be signed by their duly authorized representatives and given effect as of the "Effective Date" below.

**"Client"**

CITY OF SHOREVIEW

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**"Contractor"**

VISION TECHNOLOGY SOLUTIONS, LLC, DBA VISION  
INTERNET PROVIDERS

Signature:  \_\_\_\_\_

Name: David M. Nachman

Title: Chief Executive Officer

Date: 8/4, 2016

Addendums:

- A Website Development Services (and/or Other Services, if applicable)
- B visionLive<sup>TM</sup> Subscription Services
- C Extra Work (if and when applicable)
- D Maintenance Services (not applicable at this time)



postage prepaid, to each Party as indicated on Page 1 of this Agreement.

28. Invoices. Contractor will submit itemized invoices to Client for the payments required by the applicable Addendum(s), and all invoices will be due and payable within 30 days. Payments not received by Contractor 30 days after the date of the invoice will be considered delinquent. A finance charge of 1.5% per month will apply if full payment is not received 45 days after the date of the invoice. Returned checks are subject to a charge of \$25.00. Client agrees to be liable for all costs of collection of any delinquent invoices including, but not limited to, collection agency fees, reasonable attorneys' fees, and court costs.

*Signatures follow.*





17. Counterparts. This Agreement may be executed in counterparts, each of which shall be an original and all of which together shall constitute one and the same Agreement. This Agreement becomes effective upon Contractor's receipt of an executed copy of this Agreement.

18. Force Majeure. Any delay in the performance by either Party hereto of its obligations hereunder shall be excused when such delay in performance is due to any cause or event of any nature whatsoever beyond the reasonable control of such Party, including, without limitation, any act of God; any fire, flood, or weather condition; any computer virus, worm, denial of service attack; any earthquake; any act of a public enemy, war, insurrection, riot, explosion or strike; provided, that written notice thereof must be given by such Party to the other Party within twenty (20) days after occurrence of such cause or event.

19. Severability. If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

20. Headings. The titles and headings of the paragraphs of this Agreement have been inserted for convenience of reference only and are not intended to summarize or otherwise describe the subject matter of such paragraphs and shall not be given any consideration in the construction of this Agreement.

21. Survival. The terms and conditions of Sections 4 (Limited Warranty), 7 (Indemnity), 9 (Governing Law & Venue), 11 (Confidentiality), 15 (Prevailing Party), 21 (Survival) and 24 (No Hire) shall survive any termination or expiration of this Agreement.

22. Cooperative Programs. Contractor shall agree to offer the prices and terms and conditions offered herein to other state, local, county, education, and municipal government agencies in the United States who wish to participate in a cooperative purchase program with Contractor.

23. No Third-Party Beneficiaries. This Agreement shall not confer any rights or remedies upon any person or entity other than the Parties and their respective successors and permitted assigns.

24. No Hire. During the period Contractor provides any Services to Client and for one (1) year thereafter, Client shall not, directly or indirectly, solicit or offer to hire, hire, or retain as an employee or contractor persons employed or retained then or within the preceding six (6) months by Contractor (or any of its affiliates), without Contractor's prior written consent in each instance; provided, nothing contained herein shall prevent employment of any person who responds to a general media advertisement or non-directed search inquiry, or who makes an unsolicited contact for employment. If Client violates this Section and hires or retains any such person(s), then Client shall immediately pay to Contractor, as liquidated damages, an amount equal to the annual gross compensation (including all salary, commissions, and bonuses, whether paid in cash, equity or otherwise) paid to or earned by the applicable person(s) in the preceding twelve-month period.

25. Successors and Assigns. This Agreement shall be binding upon and inure to the benefit of the Parties named herein and their respective successors and permitted assigns. No Party may assign either this Agreement or any of its rights, interests or obligations hereunder without the prior written approval of the other Party hereto, except that Contractor may assign this Agreement without Client's consent to an "Affiliate" of Contractor or in connection with an acquisition of Contractor, merger (whether Contractor is the surviving or disappearing entity) or consolidation of Contractor with another entity, or in connection with the sale, assignment, or majority transfer of any stock, membership or other ownership interest in Contractor. "Affiliate" shall mean (a) a domestic entity formed, existing and governed pursuant to the laws of one of the fifty (50) states of the United States of America (or the District of Columbia) controlling, controlled by, or under common control with Contractor.

26. Term. This Agreement will remain in effect for 5 years from July 15, 2016 ("Initial Term"). Thereafter, it will renew for successive 1 year periods, unless either Party refuses such renewal by written notice 30 or more days before the end of the current term. Client shall permanently delete all copies of the VCMS upon termination of this Agreement.

27. Notices. All notices under this Agreement shall be in writing and effective on the date of delivery if delivered by personal service, Federal Express, or facsimile; or effective three (3) days after deposit in first class U.S. mail,





laws of the United States of America, and the State of California, excluding choice of law provisions thereof. Any cause of action of Client with respect to the services provided hereunder must be instituted within one year after the claim or cause of action has arisen or be forever barred. The Uniform Computer Information Transactions Act or any version thereof, adopted by any state in any form ("**UCITA**"), shall not apply to this Agreement and, to the extent that UCITA is applicable, the parties agree to opt-out of its applicability pursuant to its provisions. In the event a judicial proceeding is necessary, except for permitted equitable relief, the sole forum for resolving disputes arising under or relating to this Agreement are the State and/or federal district courts located in the County of Los Angeles, State of California, and all related appellate courts, and the parties hereby consent to the jurisdiction of such courts, and that venue shall be in the County of Los Angeles, State of California. Each party hereto waives any right to challenge or move the foregoing designated jurisdictions and venue on grounds of inconvenient forum. Service of process may be made in any manner provided for by applicable law.

10. Modification and Waiver.

10.1. Modification. Any modification of this Agreement is valid only if the modification is in writing and signed by both Parties.

10.2. Waiver. The waiver by one Party of any term or condition of this Agreement, or any breach thereof, shall be in writing and shall not be construed to be a general waiver by said Party or as a waiver of any other term or breach.

10.3. Conduct. Neither the course of conduct between the Parties nor any trade practice shall act to modify the provisions of this Agreement, except as expressly stated herein.

11. Confidentiality. Except as permitted by law, Contractor activities and all discussions regarding Client website development, including without limitation demonstrations, know-how, techniques, designs, specifications, drawings, compilations, diagrams, models, samples, flow charts, business, strategic and marketing plans, and other technical, financial or business information of Contractor, shall be treated as confidential and shall not be disclosed to parties other than representatives of Contractor and the authorized representatives of Client, and shall be used only in furtherance of the Services provided under this Agreement.

12. Authority. With the intent to be legally bound, each of the undersigned hereby covenants and acknowledges that he or she (a) has read each of the terms set forth herein, (b) has the authority to execute this Agreement and each initialed Addendum for such person or entity, and (c) expressly consents and agrees that the entity upon behalf of which the undersigned is acting shall be bound by all terms and conditions contained herein.

13. Interpretation. It is understood and agreed that if any interpretation is to be made of this Agreement, the same shall not be construed for or against any of the Parties.

14. Counsel. The Parties have each been advised to seek independent legal counsel in entering into this Agreement and the transactions described herein. In the event a Party chooses not to seek independent legal counsel, that Party does so freely and knowingly and waives any such rights to counsel. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party.

15. Prevailing Party. Should a dispute, including but not limited to any litigation or arbitration be commenced (including any proceedings in a bankruptcy court) between the Parties hereto or their representatives concerning any provision of this Agreement, or the rights and duties of any person or entity hereunder, the Party prevailing shall be entitled to reasonable attorney's fees and court and expert costs incurred by reason of such action.

16. Independent Contractor Relationship. The relationship of Contractor, including, without limitation, its employees and subcontractors) with Client is that of an independent contractor and nothing in this Agreement and/or any Addendum shall be construed to create a partnership, joint venture, or employer-employee relationship. Contractor acknowledges and agrees that neither it, nor any of its employees or subcontractors, is or shall be an agent of Client and none of the foregoing is or shall be authorized to make any representation, contract, or commitment on behalf of Client.





4. **Limited Warranty.** If Contractor performs Website Development and/or Custom Programming services, Contractor warrants that the deliverables set forth in Addendum A will be conveyed to Client upon transfer of the website to the production server with a public Internet Protocol address ("**Completion**"). All programming code developed by Contractor within Addendum B is warranted to be free of any material errors or bugs that prevent the code from performing as originally intended ("**Warranted Problem**"); provided, however, Client does not (1)(a) modify the VCMS or (1)(b) use the VCMS in combination with any third-party system not authorized by Contractor, and (2) maintains a visionLive™ Subscription in accordance with this Agreement. In the event of breach of the limited warranty in this Section, Client's sole remedy and Contractor's entire liability shall be limited to Contractor's correction of the Warranted Problem. Except as expressly set forth above, CONTRACTOR MAKES NO GUARANTEE OR WARRANTY OF ANY KIND, WHETHER EXPRESS OR IMPLIED, INCLUDING OF MERCHANTABILITY OR FITNESS OF THE SERVICES FOR A PARTICULAR PURPOSE WHATSOEVER, AND USE OF THE SERVICES OR ANY INFORMATION THAT MAY BE OBTAINED THERE FROM IS AT CLIENT'S OWN RISK AS THE SERVICES ARE PROVIDED TO CLIENT ON AN "AS IS" BASIS. In no event, at any time, shall the aggregate liability of Contractor under this Agreement or otherwise exceed the amount of fees paid by Client to Contractor in the most recent twelve months, and Contractor shall not be responsible for any lost profits or other damages, including direct, indirect, incidental, special, consequential or any other damages, however caused. Contractor does not warrant any connection to, transmission over, nor results of use of, any network connection or facilities provided, nor any third-party applications and software obtained by, for, or on behalf of Client. Contractor assumes no responsibility for any damages suffered by the Client, including, but not limited to, server down time, loss of data, loss of business, mis-deliveries, delays, non-deliveries, access speed, or service interruptions of any kind. Client acknowledges that the information available through the interconnecting networks may not be accurate. Contractor has no ability or authority over the material. In addition, Contractor has no liability for the quality, accuracy, or validity of the data/information gathered from the Internet. Use of information gathered through the use of Contractor services is at the risk of the Client.

5. **Rights Regarding Content.** Each Party warrants that it holds all rights and/or licenses necessary to display all of the images, data, information or other items supplied by such Party and being displayed on the Client's web pages during the effective period of this Agreement. Contractor agrees that Client will retain ownership of all information and content (including Client provided logos and images) owned exclusively by Client and provided by Client for use on its website. Client shall supply all necessary information to Contractor in a timely manner in digital format including without limitation copy, text, audio files, video files, pdf files, photographs, artwork and preexisting graphics. Contractor is not responsible for content migrated by Client or any third party. Client expressly authorizes Contractor to display and/or modify any Client supplied images, data, information and other items in connection with the services provided herein.

6. **Contractor's Mark.** Client agrees that Contractor may place in the website footer an unobtrusive text link reading "Created by Vision" or the equivalent. Contractor's footer text credit shall always be linked to a Contractor web page.

7. **Indemnity.**

7.1. **Indemnification of Contractor.** Client will defend, hold harmless, and indemnify Contractor, its officers, directors, shareholders, employees, and agents from and against all Costs resulting from any claim of injury to person, damages to property, or monetary damages arising out of Client's negligence or intentional misconduct or failure to perform obligations under this Agreement.

7.2. **Intellectual Property Indemnity.** Contractor will defend, hold harmless and indemnify Client against any third-party action, suit, or proceeding ("**Claims**") for infringement or alleged infringement of any United States' letters patent, trademark, or copyright ("**Intellectual Property**") contained in Contractor's VCMS provided under this Agreement. Notwithstanding the foregoing, Contractor shall have no defense or indemnity obligations for Intellectual Property modified by a party other than Contractor, for Intellectual Property modified in accordance with Client's specifications or instructions, or Claims of infringement based on Client's other products or other third-party products.

8. **Timing.** Estimated times are included for convenience. Actual times will vary depending on Client interaction and participation. However, the Parties agree to reasonably cooperate with one another in all respects including, if applicable, in the construction and design of the website in a timely manner.

9. **Governing Law and Venue.** This Agreement shall be governed by and construed in accordance with the





## Addendum B

# *visionLive™ subscription services* plus edition

## Subscription Services

Pursuant to the terms herein, Contractor agrees to provide Hosting Services, Support Services, and VCMS Licensing Services (collectively "**Subscription Services**") as provided below. This Addendum supersedes all other written or oral agreements, proposals or understandings with regard to the Subscription Services provided for herein, including those particularly described in the "Subscription Services Agreement" dated September 18, 2012 by and between Vision Internet Providers, Inc. and the City of Shoreview. Contractor will provide Subscription Services to the Client in exchange for payment of fees and compliance with the terms and conditions of this Addendum and the Agreement. Subscription Services include the following:

**Hosting Services.** Contractor will provide shared website hosting on a Microsoft Windows Server and shared database hosting on a Microsoft SQL Server for one (1) unique VCMS website. The shared server hosting service includes:

- SOC-certified datacenter
- Full hardware redundancy
- Redundant generator backup
- Daily data backups
- Intrusion protection
- 24/7 monitoring
- 99.9% uptime
- DDoS mitigation service
- Up to 250 GB of website content storage
- Standard disaster recovery service with 90 minute failover








**VCMS Licensing Services.** Contractor will provide a license to the Plus edition of the VCMS, which includes the following functionalities indicated by the applicable check marks:

## visionCMS™ Functionality

Web Administration Tools & Features	
Advanced Workflow Editor	✓
Full Page Editing	✓
User Management & Security	✓
Navigation Management	✓
Availability Features	✓
Content Editor Designer	✓
Approval Cycle	✓
Multi-User Designer	✓
Protected IP Address Protected External Content	✓
Web Application & User Activity	
Calendar	✓
FAQs	✓
Facility Directory	✓
Gift Directory	✓
Service Directory	✓
Graphic Translation	✓
Image Enhancement	✓
News Feedings	✓
Job Posts	✓
Link Redirect and Registration	✓
Web Application Tools & Features	

## vision editions

## Plus Edition

	Online Polling	✓
	Citizen Request Management Tool	✓
	Business Directory	✓
	RFP Posts	✓
	Online Payments	✓
	visionSearch	✓
	Job Application Manager	✓
<b>Outreach Media &amp; Social Networking</b>		
	eNotification Tool	✓
	Emergency Alerts	✓
	RSS Feeds	✓
	Facebook & Twitter Feed Readers	✓
	Audio & Video Embedding	✓
	Photo Gallery & Slide Show	✓
	visionSocial	✓
	Streaming Video Center	✓
<b>Developer Features</b>		
	Import/Export	✓
	APIs	✓
	Sandbox Test Environment	✓



### **Additional Interactive Components and Features**

- Shoreview Community Center Subsite

### **VCMS Licensing Services include:**

- Periodic functional enhancements.
- New visionLive™ Interactive Components that may be released from time to time by Contractor.
- Bug fixes to the VCMS code.
- Updates to provide compatibility to future versions of Supported Web Browsers (as listed in Addendum A) within three months of their release. Compatibility with previous versions of Supported Web Browsers is not guaranteed.

### **VCMS Licensing Services do not include:**

- Optional Interactive Components.
- Modules, Programs, or Software Applications.
- Conversion to new platforms.
- Modification of third-party products.
- Compatibility with Client's third-party products.
- Website design services.
- All other services not expressly provided for in this Agreement and its applicable Addendum(s).

**Support Services.** Support Services is defined as technical support, account management, and education and training for the VCMS. Contractor will provide Support Services to a designated Client account manager, system administrator or webmaster. Technical support is generally available by email and telephone from 6:00 AM to 6:00 PM Pacific Time Monday through Friday excluding holidays ("**Business Hours**"), with emergency support available 24 hours a day, 7 days a week. An emergency is defined as Client's website being down for more than ten (10) minutes. Support Services also include:

#### Dedicated Account Manager

##### Account Management\*

- o Semi-annual account reviews (Health Checks)\*\*\*
- o Semi-annual site analytics report\*\*\*
- o Semi-annual graphics site audit\*\*\*
- o Up to 30 hours of site improvement credits\*\*

##### Education and Training

- o Training and best practices webinars
- o Access to On-Demand Training Library
- o On-going new user training (via remote meeting service)
- o Monthly office hours (via remote meeting service)

\* Health Checks, Site Analytics Report and Graphics Site Audit will not be performed until the second year of the Agreement and every year thereafter.

\*\* Thirty site improvement credits will be available beginning the second year of the Agreement and every year thereafter within the Initial Term. Any unused hours in a given year may be carried over to the following year within the Initial Term. Site improvement credits expire at the end of the Initial Term and will not carry over beyond the Initial Term.

\*\*\* Additional Support Services included with Shoreview Community Center Subsite.

**Customizations.** The following are customizations provided in Client's project: None.

Unless Client has retained other Services from Contractor under the applicable Addendum, Client is solely and exclusively responsible for all services not expressly provided for in this Addendum. Any changes, alterations or modification requested by the Client to its Website may be subject to a fee to be quoted by a Contractor representative at the time of the request. Client may, at any time, upgrade from its current edition to either a Standard or Plus Edition, as applicable. Client may not, during the Initial Term (defined below) or any renewal term, downgrade from its current edition to either a Standard





or Basic Edition, as applicable. Client acknowledges that the Subscription Services may be modified or improved because of the dynamic nature of technology. Contractor may, from time to time, make minor modifications to the Subscription Services, as a whole or any part thereof. Such minor modifications may be implemented at any time and without notice to Client. Continued use of the Subscription Services following any modification shall constitute binding acceptance of the modification.

## Subscription Fees

1. Main Website. Contractor shall invoice Client \$9,000 per year beginning July 15, 2016, which rate shall be increased by five percent (5%) per year, for each year of the Agreement Term, and any and all renewal terms. Contractor shall invoice Client annually every year thereafter, including any renewal term. All invoices are due and payable by Client within 30 days. Websites exceeding 250 GB of storage shall be subject to an additional monthly fee of \$50 per 5GB increment.
2. Shoreview Community Center Advanced Subsite. Contractor shall invoice Client \$3,250 beginning July 15, 2016, which rate shall be increased by five percent (5%) per year, for each year of the Agreement Term, and any and all renewal terms. Contractor shall invoice Client annually every year thereafter, including any renewal term. All invoices are due and payable by Client within 30 days. If the Advanced Subsite exceeds 10 GB of storage, then it shall be subject to an additional monthly fee of \$50 per 5GB increment.





## Addendum C-\_\_

*extra work*

### ***Sample Only.***

This Addendum is made and entered into by Vision Technology Solutions, LLC ("Contractor") and CLIENT, STATE ("Client") as of the date of full execution.

Contractor and Client hereby mutually acknowledge and agree that:

1. On DATE, Contractor and Client entered into the Master Services Agreement ("Agreement"), incorporated herein by reference.
2. The Agreement, including all other terms and conditions therein, shall continue in effect.
3. In the event of any conflict or inconsistency between the provisions of this Addendum and the Agreement, the provisions of this Addendum shall control only to the extent of the services provided in this Addendum, and not any other subject matter covered by the Agreement.

### Included Services

### Extra Work Fees

Client agrees to pay Contractor as follows:

1. Price. Contractor agrees to perform work set forth in this Addendum for [\$a,bcd].
2. Payment. Contractor will submit itemized invoices to Client for the payments required by this Addendum, and all invoices will be due and payable by Client within 30 days:
  - (a) An initial payment equal to 50% of the total cost; and
  - (b) A payment equal to 50% of the total cost 21 days **after** completion of the services in this Addendum.

OR

Payment. Contractor will submit an itemized invoice to Client for the payment required by this Addendum, and the invoice will be due and payable by Client within 30 days.

August 3, 2016

Dear Rebecca,

I understand you have recently decided to embark on a new project with Vision. I am writing on behalf of the entire Vision team with excitement and appreciation – thank you for trusting us with continuing to improve your online presence!

While we are starting a new project for you, our goals will remain the same as they have been: to continue to listen closely to understand your needs; to clearly set realistic expectations about how we will be able to meet those needs; and to continuously meet or exceed those expectations. We look forward to partnering with you to create the next generation of City of Shoreview's online presence.

My hope is that each step of the way will continue to increase your confidence in selecting Vision, and that you will remain our customer for many more years to come. If you ever have questions or concerns that you feel are not being adequately addressed by our team, please feel free to reach out to me directly at 310-656-3100 ext. 257 or [dnachman@visioninternet.com](mailto:dnachman@visioninternet.com).

I do have one request of you. We will periodically survey you to understand how well we are serving you and what we can be doing better. This feedback is extremely helpful to us – I personally read each survey and we set our priorities, in large part, based on your feedback. I ask you to try to take a few minutes to participate in these surveys so we can get the information we need to continue to get better as a company. If you have already been doing this, thank you!

Thank you again, we appreciate your business!

Sincerely,



**David Nachman**  
Chief Executive Officer  
Vision



# Proposed Motion

**MOVED BY COUNCIL MEMBER** \_\_\_\_\_

**SECONDED BY COUNCIL MEMBER** \_\_\_\_\_

To approve the low bids for work relating to the new Shoreview Commons entry monuments signs including message boards and masonry bases, and lighted flag poles in the Victoria Street median, from the following qualified firms:

- Sign Work – Lawrence Sign Company (Price: \$58,806)
- Electrical Work – NAC (Price: \$14,800)
- Masonry/Foundation Work: All Phase Companies (\$38,800)

Total project cost is \$112,406 with contributions from the Mounds View School District (\$10,000) and Ramsey County (\$15,000).

VOTE:	AYES: _____	NAYS: _____
Johnson	_____	_____
Quigley	_____	_____
Springhorn	_____	_____
Wickstrom	_____	_____
Martin	_____	_____

# Memorandum

**To:** Mayor and City Council Members  
**From:** Tom Simonson, Assistant City Manager and Community Development Director  
**Date:** August 10, 2016  
**Re:** Approve Contractor Bids for New Shoreview Commons Entry Monuments Signs

---

## Introduction

The City Council is being asked to formally approve quotes the City has received for installing two new entry monument signs for the Shoreview Commons area at the northwest and northeast corners of Highway 96 and Victoria Street. The new monuments signs would include digital messaging, and are designed to replace the large message center sign that had to be relocated due to the construction of the new County Library. Both the Mounds View School District and Ramsey County have agreed to financially participate in this sign project.

## Background

The new regional library and the lease-purchase of the existing library facility by the Mounds View School District will require a number of updates to the signage in and around the Shoreview Commons campus. City staff has been working with officials from the County and School District on a new signage plan to serve the campus, and engaged the services of the Lane Design Group. The Lane Design Group has prepared a comprehensive signage plan for the Shoreview Commons area, and all of the parties have agreed to overall plan and design elements consistent with the theme the City has developed in the past several years for the campus.

The first phase of the signage master plan was the relocation of the large message center sign to a new location further east along Highway 96 nearer the Shoreview Community Center. That project is currently underway and is expected to be completed in several weeks. The next phase, after the new entry monuments, will be an update of campus directional signs to incorporate the new library facility. Additionally, the City's sign design consultant has also prepared new monument sign plans for both the County Library and School District that will match the design of the City's signage but include their respective branding elements. The County and School District will manage their individual signage separately.



## Discussion

Signage consultant Bob Lane distributed design specifications and drawing sheets to qualified contractors soliciting cost proposals for the proposed new entry monuments. There are two recommended components to this sign project: 1) installation of two mirror-image monument signs at the entrance to the Shoreview Commons at Victoria Street and Highway 96; and, 2) the inclusion of three lighted flag poles in the existing median at the same entry area. Both of these elements are recommended to increase visibility to campus visitors and provide a statement that the Shoreview Commons serves as the civic center of the community.

The entry monument work will involve three construction services from contractors: masonry work for creating a new bases for the monument signs; electrical work for providing ground lighting and power for the message boards; and sign and message board installation.

The two entry monuments will be much lower than the previous single monument with slight curves to be seen by passing motorists in both directions. Both signs will be identical in design and will include "Shoreview Commons" as the campus and list the public facilities of the Community Center, City Hall, Library, Ice Arena, and Mounds View Public Schools. The two signs will also have a digital message board to identify programs, special events, and other public service announcements. The City has agreed to provide messaging of programs and events for both the County and School District, and we will control and manage all messaging remotely for these two signs and the relocated larger message center sign. Below is a drawing showing the proposed design of the two new entry monument signs.



Included with this report is a copy of the drawing sheets showing the proposed new entry monuments as well as the recommended flag poles. Also included is a spreadsheet summary

from the sign consultant Bob Lane recommending the contractors who provided the low quotes for the project work. The low quotes received are as follows:

- Sign Work – Lawrence Sign Company (Price: \$58,806)
- Electrical Work – NAC (Price: \$14,800)
- Masonry/Foundation Work: All Phase Companies (\$38,800)

Total project cost is \$112,406, with contributions from the Mounds View School District (\$10,000) and Ramsey County (\$15,000). Both the County and School District support the sign monument design and strongly endorse the inclusion of the digital messaging. The City's share of the project cost is \$87,406 and would be paid from the Community Investment Fund as part of the proceeds received from the County's reimbursement for the acquisition of a residential property for the library project.

### **Recommendation**

Staff and the City's sign consultant Bob Lane is recommending the City Council approve the low quotes for work relating to the new Shoreview Commons entry monuments signs including message boards and masonry bases, and lighted flag poles in the Victoria Street median, from the following qualified firms:

- Sign Work – Lawrence Sign Company (Price: \$58,806)
- Electrical Work – NAC (Price: \$14,800)
- Masonry/Foundation Work: All Phase Companies (\$38,800)

Total project cost is \$112,406 with contributions from the Mounds View School District (\$10,000) and Ramsey County (\$15,000).

**Project: Signs # 2 & 3 WITH ADD ALTERNATE FLAGPOLES**

Submit, via fax OR email, completed and signed bid form and any attachments or notes by **3:00PM THURSDAY JULY 21, 2016 To:**

City of Shoreview, Minnesota  
4600 North Victoria Street  
Shoreview, MN 55126  
Phone: 651.490.4600  
Fax: 651.490.4699



**BID/PROPOSAL SUMMARY**

COPY, FILL OUT COST ITEMS AND SIGN AND ATTACH WITH PROPOSAL LETTER AND CONTRACT FORM

VENDOR: KAUFMAN SIGN	PROPOSED PRICE	(NOTE 1)	Indicate Amount	VENDOR: LAWRENCE SIGN	PROPOSED PRICE	(NOTE 2)	Indicate Amount	VENDOR: ALL PHASE COS.	PROPOSED PRICE	(NOTE 3)	Indicate Amount	VENDOR: NAC	PROPOSED PRICE	Indicate Amount

**BID ITEM A - SIGN FABRICATION AND INSTALLATION OF SIGNS #2 & #3**  
PROVIDE AND INSTALL SIGNS WITH MESSAGE CENTERS AS SPECIFIED AND SHOWN ON THE DRAWINGS

**TOTAL BID ITEM A:** \$ 64,000.00 60 DAYS

CALENDAR DAYS REQUIRED FOR WORK: (FROM NOTICE TO PROCEED)

**BID ITEM B - SIGN FABRICATION AND INSTALLATION OF SIGNS #2 & #3 - ALTERNATE DESIGN**  
PROVIDE AND INSTALL SIGNS WITH MESSAGE CENTERS AS SPECIFIED AND SHOWN ON THE DRAWINGS

**TOTAL BID ITEM B:** \$ 49,418.00 \* 50 DAYS

CALENDAR DAYS REQUIRED FOR WORK: (FROM NOTICE TO PROCEED)

**BID ITEM C - MASONRY AND CONCRETE WORK FOR SIGNS #2 & #3**  
PROVIDE AND INSTALL SIGN BASE, INCL. FOOTINGS, WALL, BRICK VENEER, CAPSTONES AND LIGHT FIXTURE FOOTINGS AS SPECIFIED AND SHOWN ON THE DRAWINGS

**TOTAL BID ITEM C:** \$ 48,700.00 15 DAYS

CALENDAR DAYS REQUIRED FOR WORK: (FROM NOTICE TO PROCEED)

**BID ITEM D - MASONRY AND CONCRETE WORK FOR SIGNS #2 & #3 - ALTERNATE DESIGN**  
PROVIDE AND INSTALL SIGN FOOTINGS AND LIGHT FIXTURE FOOTINGS AS SPECIFIED AND SHOWN ON THE DRAWINGS

**TOTAL BID ITEM D:** \$ 10,040.00 10 DAYS

CALENDAR DAYS REQUIRED FOR WORK: (FROM NOTICE TO PROCEED)

**BID ITEM E - ELECTRICAL WORK FOR SIGNS #2 & #3, (BASE OR ALTERNATE DESIGN)**  
PROVIDE AND INSTALL ELECTRICAL SERVICE AND LIGHT FIXTURES AND FINAL CONNECTIONS FOR SIGNS AND MODIFICATIONS OF EXISTING ELECTRICAL SERVICE AS SPECIFIED AND SHOWN ON THE DRAWINGS\*

**TOTAL ITEM E:** \$ \_\_\_\_\_ DAYS

CALENDAR DAYS REQUIRED FOR WORK: (FROM NOTICE TO PROCEED)

**BID ITEM F - ADD ALTERNATE - FLAGPOLES AND FLAGS**  
PROVIDE AND INSTALL FLAGPOLES AND FLAGS AS SPECIFIED AND SHOWN ON THE DRAWINGS

**TOTAL ITEM F:** \$ 8,948.00 25 DAYS

CALENDAR DAYS REQUIRED FOR WORK: (FROM NOTICE TO PROCEED)

\* includes coordination with other trades as required

CONTRACTOR PREFERRED PAYMENT TERMS: \_\_\_\_\_ (SEE NOTES)

**NOTES:**

- (1) PAYMENT TERMS REQUESTED: 50% DOWN, 50% AT COMPLETION
- (2) PAYMENT TERMS REQUESTED: 50% DOWN, 50% AT COMPLETION, NET 30 DAYS





LIBRARY  
PARKING  
LOT

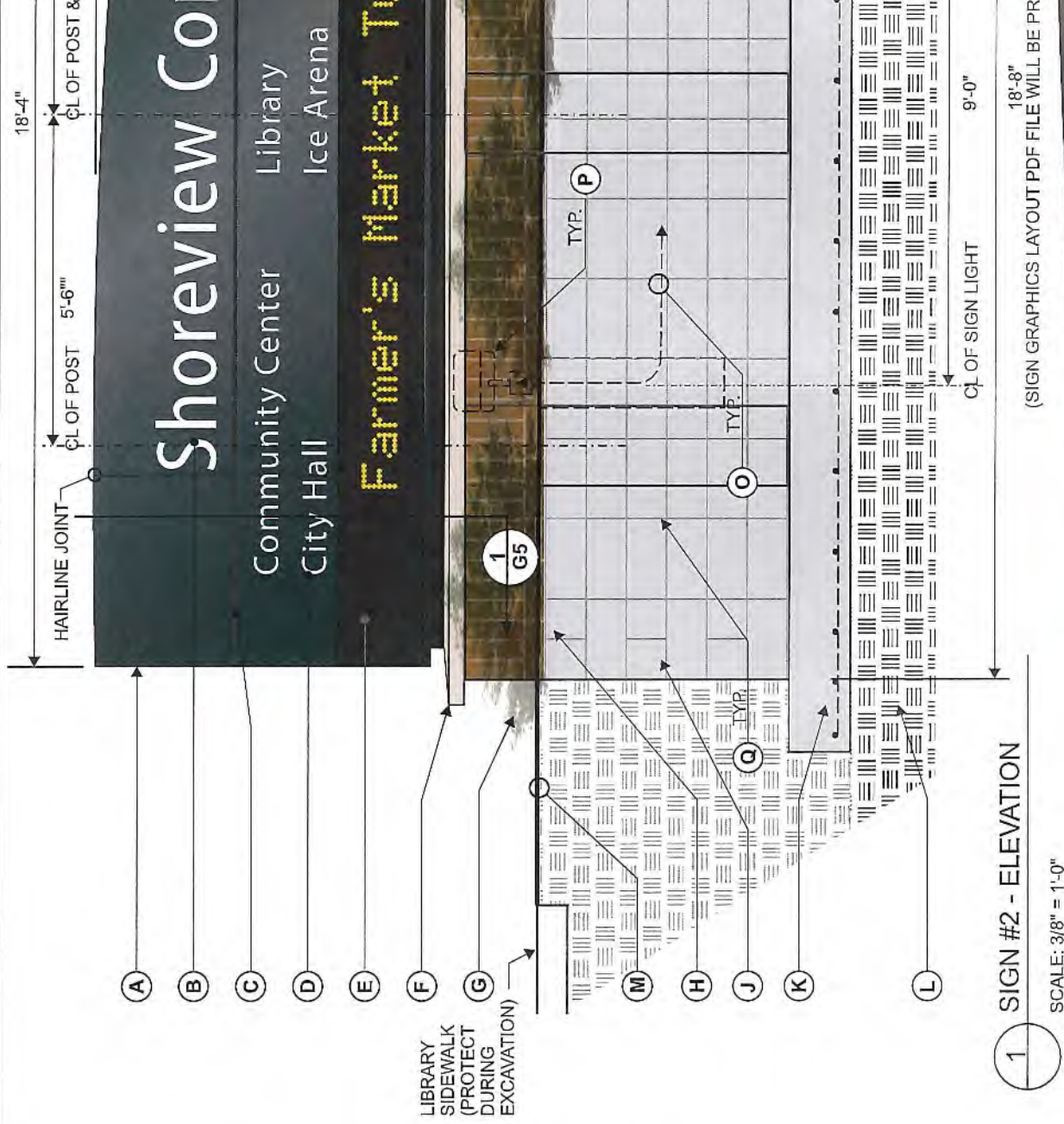
NEW LIBRARY  
BUILDING  
(IN CONSTRUCTION)





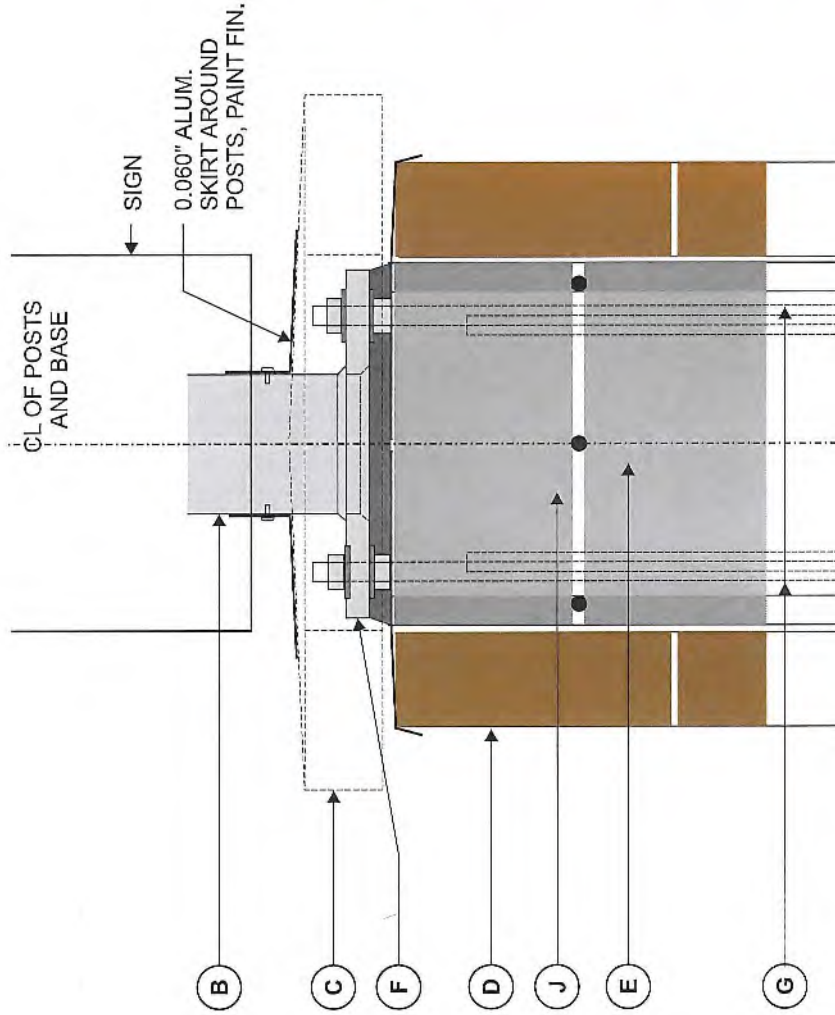
**MATERIAL NOTES & SPECIFICATIONS:**

- |          |  |
|----------|--|
| <b>A</b> | ALUM. SIGN FABRICATED WITH 0.125" ALUM PAINT FIN (PMS___) M.A.P., SEMI-GLOSS, WITH APPLIED LETTERING, SEE DETAIL   |
| <b>B</b> | DIMENSIONAL LETTERS, "SHOREVIEW COMMONS" SEE DETAIL 3/G5   |
| <b>C</b> | DARK GRAY, MATTE CAST VINYL (3M) RULE LINE, 3/4" X WIDTH OF MESSAGE CENTER BELOW, ALIGN EDGES  |
| <b>D</b> | VINYL LETTERING, CAST VINYL, WHITE (3M)  |
| <b>E</b> | MESSAGE CENTER, WITH OWNER-PROVIDED CELLULAR MODEM, 19MM PITCH, 12" X 18 MONOCHROME, W TEMP SENSOR, BY WATCHFIRE™ (CURVED FACE)                              |
| <b>F</b> | PRECAST CAP STONE, TAN, (STONEWORKS) TO MATCH EXISTING SIGNS, SEE DETAIL   |
| <b>G</b> | LANDSCAPE SHRUBS BY OTHERS   |
| <b>H</b> | BRICK VENEER, UTILITY SIZE, 4X4X12 NOMINAL, TO MATCH COLOR OF COMMUNITY CENTER BUILDING W MATCHING JOINT COLOR - SUBMIT SAMPLE                               |
| <b>J</b> | POURED CONCRETE OR CMU BASE - SEE DETAIL AND ENGR NOTES  |
| <b>K</b> | FOOTING, 4'-0 X 12" X LENGTH SHOWN, SEE ENGR NOTES   |
| <b>L</b> | COMPACT SOIL BELOW FOOTING, 12" DEPTH, UNIFORM COMPACTION OVER ALL   |
| <b>M</b> | FINISHED GRADE, CONTOURED FOR DRAINAGE AWAY FROM SIGN BASE, (GROUND COVER & SCRUBS BY OTHERS) COORDINATE INSTALLATION OF SIGN #2 BASE WITH LIBRARY G.C.      |
| <b>N</b> | 120V, 30A, ELEC SERVICE TO SIGN MESSAGE CENTER, W DEDICATED CIRCUIT FOR EA. SIGN, COORDINATE INSTALLATION WITH OWNER, DEPT. OF PUBLIC WORKS, SEE ELEC. PLANS |
| <b>O</b> | 120V, ELEC. SERVICE TO FLOOD LIGHTS - COORDINATE INSTALLATION WITH OWNER, DEPT. OF PUBLIC WORKS, SEE ELEC. PLANS   |
| <b>P</b> | LIGHT FIXTURES (2 PER SIGN) - PROVIDE NEW CONC. PIERS, 12" DIA X 3'-0" FLUSH W   |



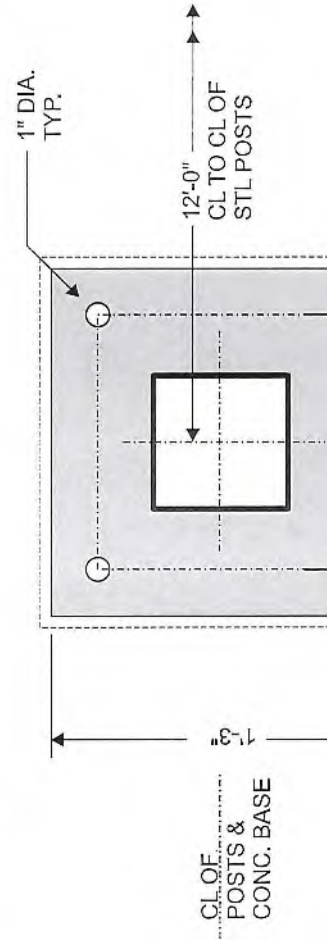
# Shoreview Community Center





1  
DETAIL SECTION - BASE PLATE

SCALE: 1 1/2" = 1'-0"



**MATERIAL NOTES & SPECIFICATIONS:**

- A** EXISTING SIGN WITH NEW SUPPORT POSTS BY SIGN CONTRACTOR
- B** 6" X 6" STL SUPPORT POSTS SET IN BASE AND CURED PRIOR TO MOUNTING SIGN - SEE MOUNTING PLATE DETAIL
- C** PRECAST CAP STONE, SEE DETAIL
- D** BRICK VENEER, UTILITY SIZE, 4X4X12 NOMINAL, TO MATCH COLOR OF COMMUNITY CENTER BUILDING W MATCHING JOINT COLOR - SUBMIT SAMPLE
- E** POURED CONCRETE OR CMU MASONRY BASE - SEE ENGR'S NOTES (1) (2) & (3)
- F** 3/4" X 15" X 15" BASE PLT, W INCISED POST, FULL 3/8" WELD ALL AROUND
- G** 3/4" X 24" STL ALLTHREAD ANCHORS, 4 PER BASE PLATE, WELD TO REBAR VERTS, BY SIGN CONTRACTOR - INSTALLED BY MASONRY CONTRACTOR PER SIGN CONTRACTOR'S TEMPLATE
- H** 2,000 PSI NON-SHRINK GROUT - FULL FILL BELOW BASE PLT.
- J** 8" CON'T BOND BEAM W/ (3) #5 CON'T IN MASONRY CMU OPTION

NOTE: ALL STEEL POSTS, BASEPLATES AND EXPOSED FASTENERS SHALL BE CLEANED, PRIMED AND PAINTED WITH BITUMINOUS PAINT PRIOR TO INSTALLING SIGN

ENGINEER

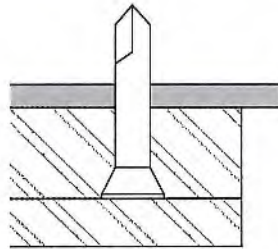
(1)	Concrete ties @ 12" 16" wide #5 Vertical
(2)	Masonry under continuous Wall elevation
(3)	Masonry G 1.1.1. Hollow to the minimum 1.1.2. Masonry 1.1.3. The submitted to days and sh 1.1.5. All n 9 ga. "Dur- 1.1.6. Dow- wise. Hook 1.1.7. Type walls above 1.1.8. Bond continuous

1/8" ALUM SIGN FACE

VHB FILM

V

U

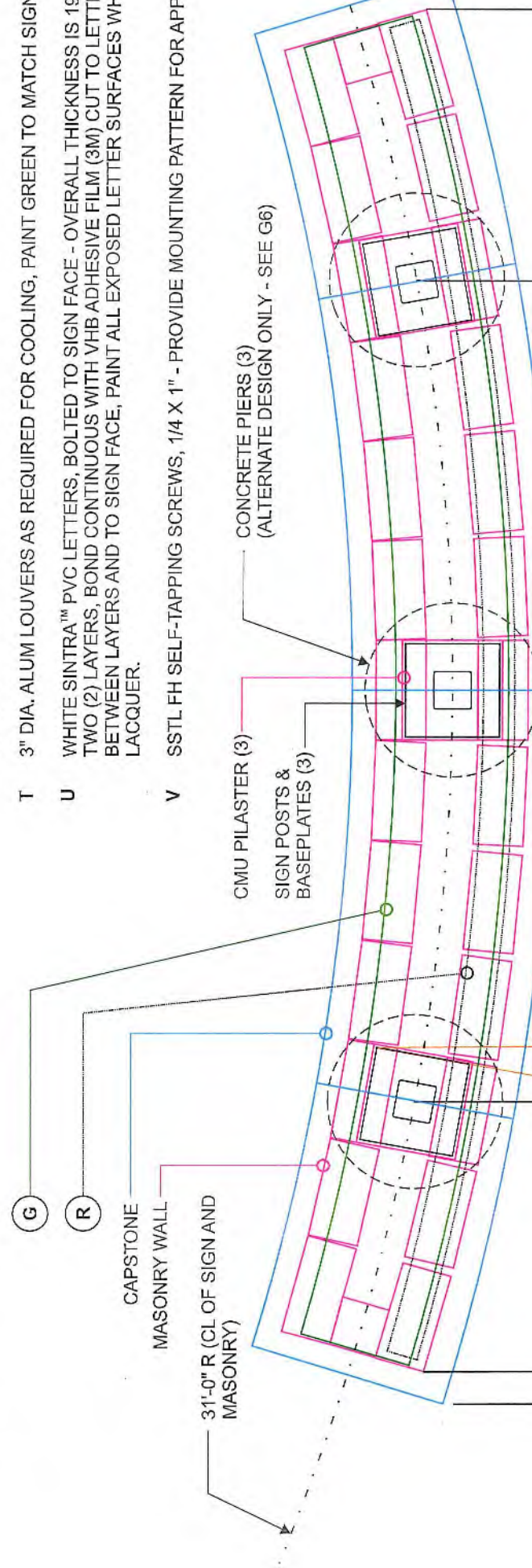


2" X 3" X 1/4" ALUM L ROLLED TO RADIUS SHOWN, BOLT TO STL. POSTS AND WELD STRUTS

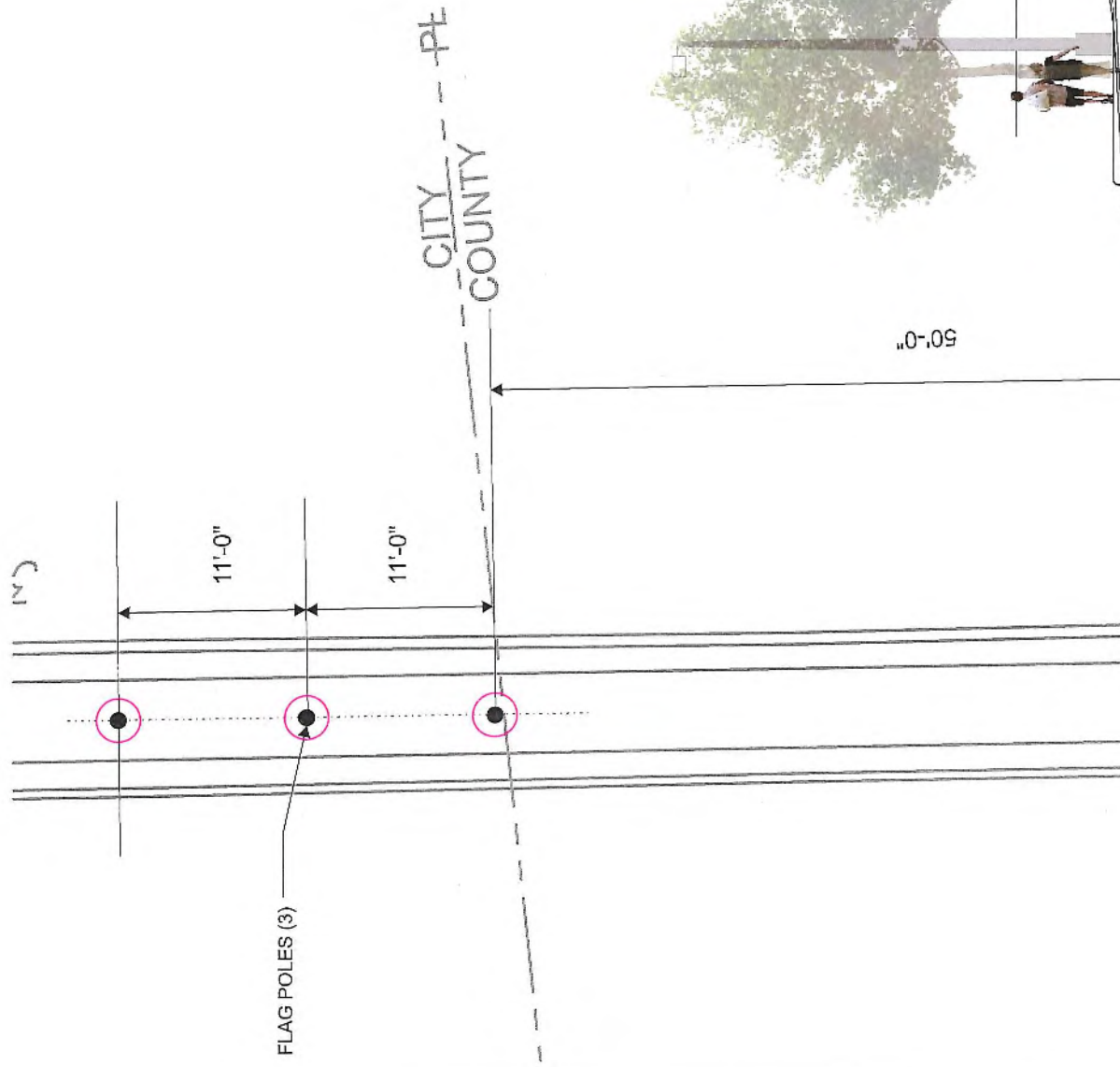
3" DIA. ALUM LOUVERS AS REQUIRED FOR COOLING, PAINT GREEN TO MATCH SIGN

WHITE SINTRA™ PVC LETTERS, BOLTED TO SIGN FACE - OVERALL THICKNESS IS 1/4" TWO (2) LAYERS, BOND CONTINUOUS WITH VHB ADHESIVE FILM (3M) CUT TO LETTERS BETWEEN LAYERS AND TO SIGN FACE, PAINT ALL EXPOSED LETTER SURFACES WITH LACQUER.

SS STL EH SEI E-TAPPING SCREWS 1/4" X 1/4" - PROVIDE MOUNTING PATTERN FOR ADDITIONAL

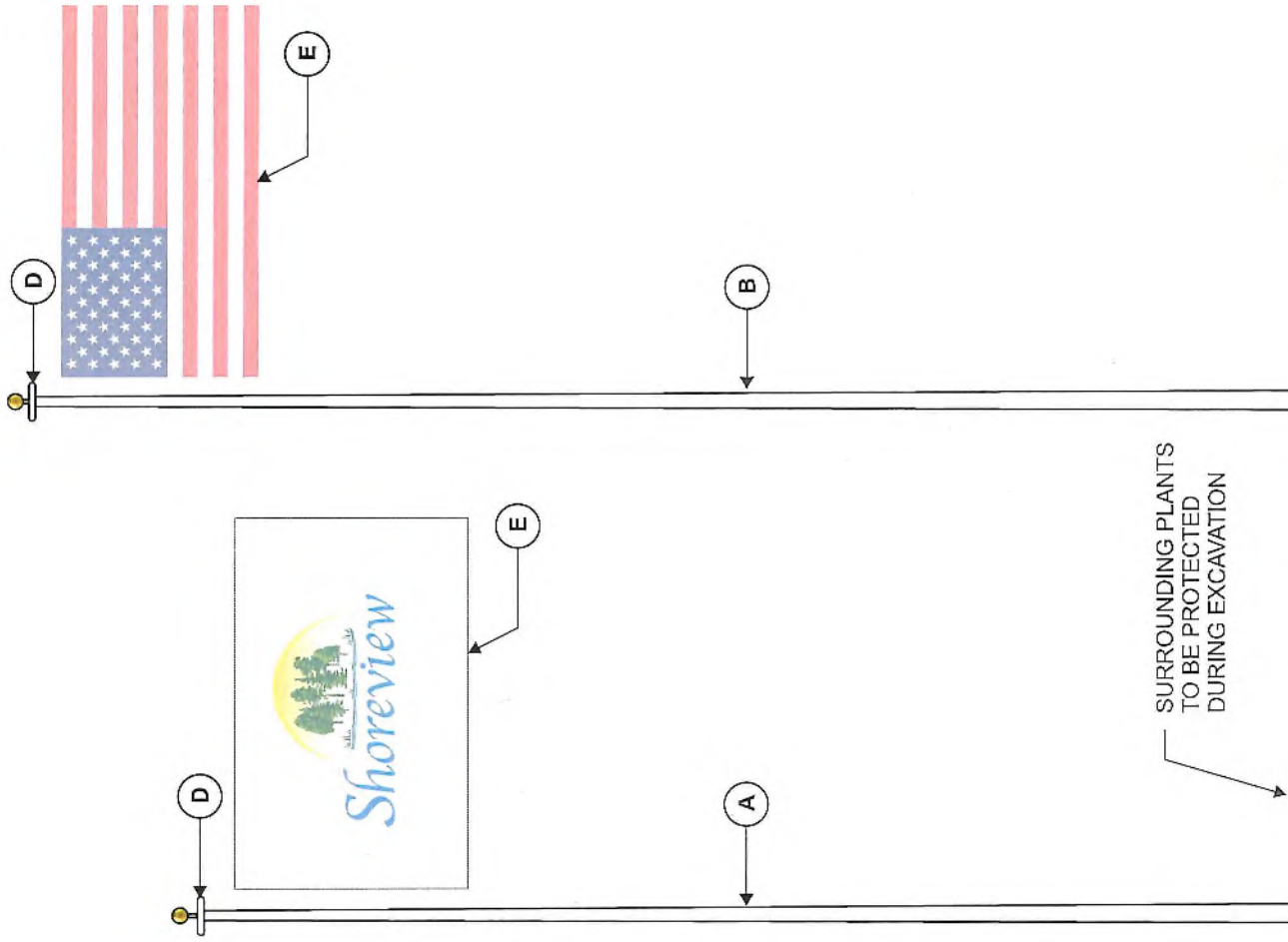




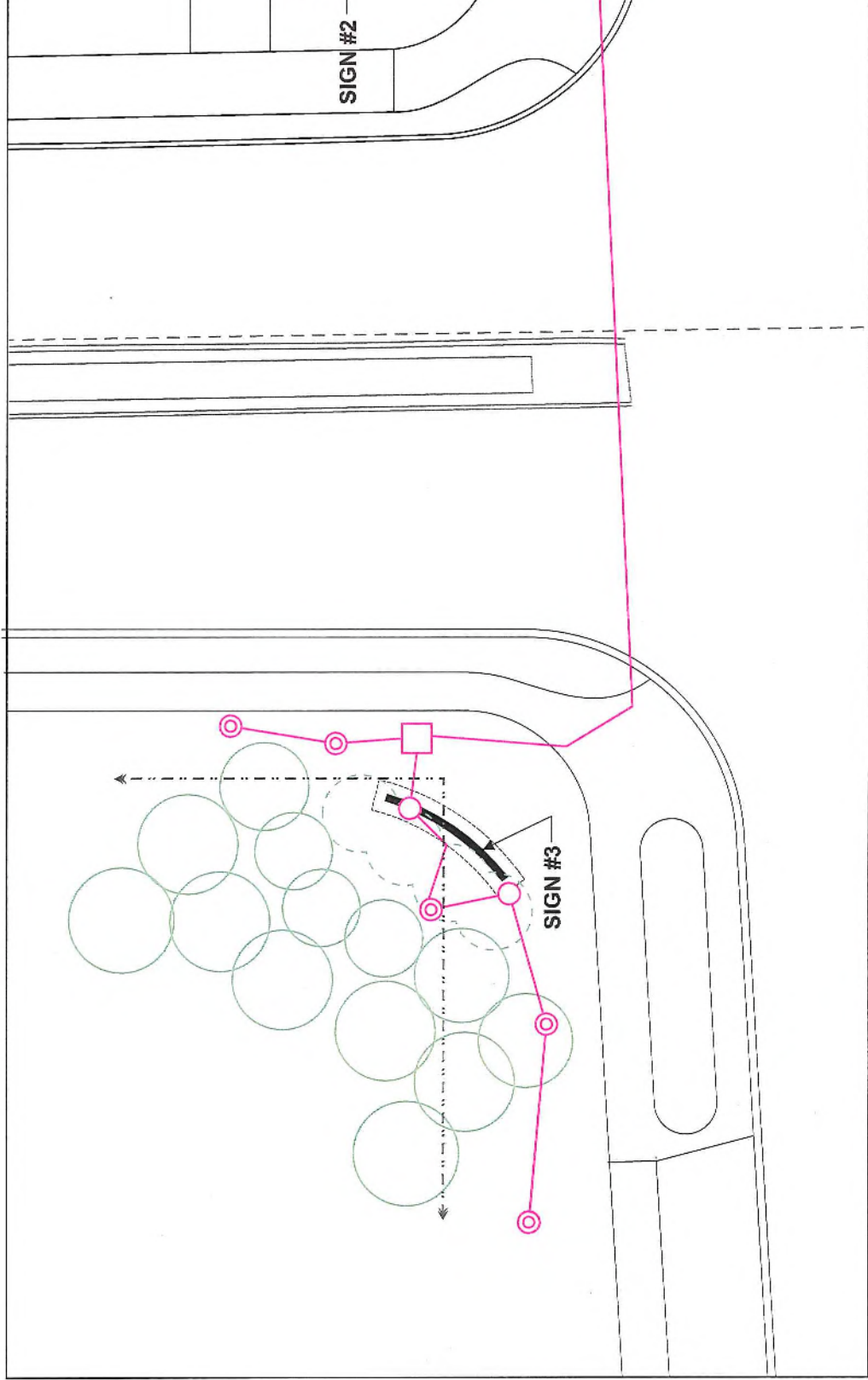


**MATERIAL NOTES & SPECIFICATIONS:**

- A** 30 FT. TAPERED FIBERGLASS FLAG POLE, WHITE, WITH INTERNAL HALYARD. HINGE SHOE BASE. (ATLANTIC FIBERGLASS PRODUCTS) #IH-HB-30, COMPLETE ASSEMBLY\* AVAILABLE AT: WWW.FIBERGLASSFLAGPOLES.NET
- B** 33 FT. TAPERED FIBERGLASS FLAG POLE, WHITE, WITH INTERNAL HALYARD. HINGE SHOE BASE. (ATLANTIC FIBERGLASS PRODUCTS) #IH-HB-33, COMPLETE ASSEMBLY\* AVAILABLE AT: WWW.FIBERGLASSFLAGPOLES.NET
- C** REINFORCED CONCRETE FOOTING, 30" DIA. X 5'-0", INSTALL BASE PLTS. AS RECOMMENDED BY FLAG MANUFACTURER
- D** SOLAR DOWN LIGHT #XSP-DN, 250 LUX, 10" DIA, MOUNT TO TOP OF FLAG POLE, AVAILABLE AT: WWW.FIBERGLASSFLAGPOLES.NET
- E** EMBROIDERED NYLON FLAGS, SOLARMAX, 5' X 8', ONE EACH: US FLAG; MINNESOTA STATE FLAG; CITY OF SHOREVIEW FLAG (CUSTOM), AVAILABLE AT: WWW.FIBERGLASSFLAGPOLES.NET







N ←

0 10' 20' 30'

